

Central Intelligence Agency



Washington, D. C. 20505

 DB/A Registry
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1985

Mr. William R. Evinger
 CompuRite, Ltd.
 P.O. Box 6826
 Arlington, Va. 22206

Dear Mr. Evinger:

This is in response to your July 26, 1985 letter concerning the publication of Federal Statistical Data Bases: A Comprehensive Catalog of Current Machine-Readable and Online Files. We appreciate your offer to the Agency to participate in this endeavor, however, due to the National Security Classification of Central Intelligence Agency data bases statistical data is not generally made available to the public. Therefore, except for providing updated information on the World Data Bank that was included in the March 1981 directory, the Agency will not be able to participate in the publication of the new catalog.

Current information on the World Data Bank will be forwarded in a separate letter from our Office of Current Production and Analytic Support.

Again, we appreciate the opportunity to have the Agency represented in your catalog and wish you every success in its publication.

Sincerely,

/s/ Harry E. Fitzwater

Harry E. Fitzwater
 Deputy Director
 for
 Administration

[] /ADP Control Off/be: [] (9 Sept 85)

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FEDERAL STATISTICAL DATA BASES:

A Comprehensive Catalog of Current, Machine-readable and Online Data Files.

William R. Evinger, Project Director
P.O. Box 6826
Arlington, Virginia 22206

A project supported by the Interagency
Committee on Dissemination of Statistics

(703) 671-8983

JUL 26 1985

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Fitzwater:

The Oryx Press, with the support of the Interagency Committee on Dissemination of Statistics, has decided to publish a document entitled Federal Statistical Data Bases: A Comprehensive Catalog of Current Machine-Readable and Online Files. This publication, to be produced and funded entirely by Oryx, will update and expand the information contained in the Directory of Federal Statistical Data Files, issued in 1981 by the Department of Commerce.

I am writing to ask your support and cooperation for this project by providing the information about your agency's statistical data files. The information will be compiled using the procedures contained in the "Voluntary Guideline for Abstracts for Public Use Statistical Machine-Readable Data Files," which was recently revised by the Interagency Committee on Dissemination of Statistics. A copy is enclosed (Enclosure 1) for your use in preparing the abstracts. To the extent that your agency may already use this guideline as routine practice when preparing machine-readable data file abstracts for cataloging purposes, much of the information needed for this publication may already be available. Additional details about providing this material are contained in Enclosure 2.

This request is being sent to the senior officials for information resources management in the executive branch and to the heads of selected organizational units in the legislative and judicial branches. I will appreciate your indicating your willingness to participate in this project by naming a point of contact for this project in your department or agency. Please provide this information on the enclosed form (Enclosure 3) and return it to me as soon as possible. In order to meet the publication schedule, I will need to receive the information about your statistical files by September 30, 1985.

REFERENCE

2

The Oryx Press will publish this information in hard copy and is planning an active marketing campaign. This will make your data products more visible while at the same time help Federal statistical data users locate the information they need. The Oryx Press is also planning to make the information available as an online data base with quarterly updates to keep the information as current as possible. The Oryx Press is a full service information company with experience in publishing federally created information (NIE's ERIC data base and the USDA's National Agricultural Library). A catalog of its publications is enclosed.

I am very much looking forward to working with you and your staff. If you have any questions about this project, please call me at 703-671-8983.

Sincerely,

A handwritten signature in cursive script, appearing to read "William R. Evinger".

William R. Evinger
Project Director

Enclosures (4)

**DIRECTORY OF FEDERAL
STATISTICAL DATA FILES**

Prepared Through the Coordination of

**U.S. Department of Commerce
National Technical Information Service**

and the

**U.S. Department of Commerce
Office of Federal Statistical Policy and Standards**

March 1981

EXECUTIVE OFFICE OF THE PRESIDENT Central Intelligence Agency

World Data Bank II [machine-readable data file] / prepared by the Central Intelligence Agency. -- Washington: The Central Intelligence Agency [producer], 1977; Washington: National Technical Information Service [distributor].

FILE REFERENCE: 011.0050/111480

GENERAL DESCRIPTION:

The World Data Bank II is a set of geographic reference files, each containing a digital representation of a portion of the world. Three files exist for each portion of the world represented containing data for coastlines, islands, and lakes; rivers; and international boundaries. Data records contain the latitude and longitude for points represented on the surface and associated geographic coding data.

GEOGRAPHIC COVERAGE:

Data in the files provide geographic reference information for the world. Files are prepared separately for the following areas: North America, South America, Europe, Africa, and Asia. The data represent digitized scales ranging from 1:1 million to 1:4 million.

TIME COVERAGE:

The data represent points corresponding to maps current as of 1977 and earlier.

TECHNICAL CHARACTERISTICS:

Files are packaged separately for each of the five geographic areas listed above. The files are rectangular and contain fixed-length 20 character records.

REFERENCE MATERIALS:

World Data Bank II General Users Guide, U.S. Central Intelligence Agency, 1977.

RELATED REPORTS:

None cited.

RELATED FILES:

None cited.

CONTACTS:

Chief
Office of Geographic and Cartographic Research
U.S. Central Intelligence Agency
Washington, D.C. 20505

AVAILABILITY:

The files are available from the National Technical Information Service. The order number is PB-271 869.

VOLUNTARY GUIDELINE

ABSTRACTS FOR
PUBLIC USE STATISTICAL MACHINE-READABLE DATA FILES

DECEMBER 1984

INTERAGENCY COMMITTEE ON DISSEMINATION OF STATISTICS
WASHINGTON, D.C. 20585

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INTRODUCTION

The increasing amount of statistical data collected by Federal agencies, the growing sophistication on the part of data users, and rapidly changing technology for electronic data transfer and processing have resulted in a high demand for release to the public of federally collected statistical data in machine-readable form. Federal statistical agencies have responded to user demand by providing a steadily growing body of machine-readable data files (MRDF's) for public use.

A major problem facing Federal statistical data users is that they cannot locate the information they need. The sheer volume of data released by Federal agencies and the complexity and decentralization of Federal statistical organizations are such that users cannot find out what data are available and who has them. Diverse agency practices in disseminating and describing MRDF's represent a major obstacle for the user community, both inside and outside of the Federal Government. There is need for standardization which will enable users to find more easily the information they seek and to provide for comparability of MRDF descriptions throughout the Federal statistical system.

This problem has been recognized for several years. In 1980, the Office of Federal Statistical Policy and Standards (OFSPS), Department of Commerce—since abolished when the statistical policy function was legislatively transferred to the Office of Management and Budget in 1981—formed an Interagency Committee on Data Access and Use, the members of which were representatives from major statistical agencies. The Committee's Technical Subcommittee developed the technical specifications for a statistical guideline governing abstracts of public use statistical MRDF's. If prepared according to the guideline, the abstracts would be uniformly designed descriptions of MRDF's contents and availability which could assist users to locate the information they seek.

This document is intended as a *voluntary guideline* for Federal agencies; the Committee (which was succeeded in 1983 by the Interagency Committee on Dissemination of Statistics) believes that adoption of the guideline will assist the statistical user community to find more easily and to use better Federal statistical data and urges agencies to adopt the guideline as routine practice when preparing MRDF abstracts for internal or external cataloging. At the same time, the Committee recognizes that the guideline is new and might well be improved upon as experience with its use is gained.

The contents of this document were originally developed in the Data User Services Division of the Census Bureau by Barbara J. Aldrich and Warren G. Glimpse with assistance from Ross Cameron (National Archives and Records Service) and Mike McCann (National Oceanic and Atmospheric Administration). The present document is a revision of the work by Aldrich and Glimpse and was prepared by a Technical Subcommittee of the Interagency Committee on Data Access and Use which was sponsored by the Office of Federal Statistical Policy and Standards, Department of Commerce. The members of the Technical Subcommittee were J. Timothy Sprehe (Office of Management and Budget - Chair), Barbara J. Aldrich (Census Bureau), William Freund (National Center for Education Statistics), Sandra S. Smith (National Center for Health Statistics), John Colligan (Energy Information Administration), Marianne Zawitz (Bureau of Justice Statistics), and Warren G. Glimpse (The Glimpse Corporation). Valuable comments were also received from Sue Dodd (University of North Carolina). Final revisions were made by Sprehe, Aldrich, and John Weiner, Chairman of the Interagency Committee on Dissemination of Statistics.

BASIC DEFINITIONS

A glossary of terms is included in Appendix A. However, it is useful to define initially some of the terms which are used in the text below. The definitions are for the purposes of this guideline only and are not to be construed as necessarily the same as definitions used in technical documentation.

ABSTRACT. A MRDF *abstract* is an abbreviated and informative description of a machine-readable data file. It contains a bibliographic citation and additional information. The bibliographic citation is defined below. The additional information is specific material about the subject content of the data file, geographic coverage, references, and availability. The audience for the abstract is the potential user who needs information to determine if a particular file meets his or her needs.

BIBLIOGRAPHIC CITATION. The *bibliographic citation* is expected to provide information on the existence of the file and the producer and/or distributor. The basic components of the citation are: title, statement of responsibility, place of production, producer, date, place of distribution, distributor, and date (if different from production date).

DATA FILE. The term *data file* is normally defined as a collection of logically related records treated as a unit. For the purposes of this guideline, the definitions utilized by the agencies themselves will suffice in the sense that a data file is a machine-readable statistical product released as a unit by an agency. This could mean in some cases that data file, as here used, is the same as data base if it is the data base which an agency releases as a unit. When an agency releases a set of data files under a single title which are entirely similar to one another except for differences in sample, geography or date, the set may be treated as one data file for purposes of the abstract.

THE VOLUNTARY GUIDELINE

All Federal agencies releasing statistical MRDF's intended for public use are requested to prepare abstracts according to the procedures elaborated below.

FILES TO WHICH THE GUIDELINE APPLIES

Two kinds of Federal statistical data files are intended to be covered by the guideline:

- (1) Statistical data files which are released for public use in machine-readable form; and
- (2) Statistical data files which are not released for public use but from which users may normally request special tabulations or special machine-readable subfiles.

It should be noted that the second kind of file described above refers to data which are held internally by agencies and to which limited access is accorded users in the form of special tabulations or tapes.

The guideline, as well as the procedures that follow, does *not* apply to computer software files. While agencies are urged to provide abstracts for software files, the form and procedures developed for data files and explained in this document are not suitable for software files.

ABSTRACTS: GENERAL DESCRIPTION

An abstract is an abbreviated and informative representation of the file being described. It is not intended to give information on a question by question level, but rather a summary of the major subject content together with related technical and availability information. Its purpose is to tell the reader whether the file might be of interest and how to obtain it or secure more information.

The first component of the abstract is the bibliographic citation. The bibliographic citation is structured in its physical format and content. This structure is necessary so that Federal files can be compatible with other bibliographic entry schemes and can easily become a part of an integrated system of bibliographic information. However, the diversity of Federal files makes a structured approach undesirable beyond the bibliographic citation.

The most widely used bibliographic system developed is the one used by libraries and information centers. While the media being retrieved is most frequently books, the library community recognizes the need to expand their bibliographic control to include other types of materials. This is reflected in the most recent edition of *Anglo-American Cataloging Rules II* (AACR-II). These rules have been developed with an awareness that bibliographic information can be integrated into a computerized bibliographic data base as well as a card catalog. If Federal MRDF's use bibliographic conventions which are basically compatible with AACR-II, the Federal Statistical System has the potential to enter file information into any of the most widely used bibliographic retrieval systems.

To preserve this potential, the format developed here is also compatible with the general application of the International Standard Bibliographic Description (ISBD-G). The ISBD-G was developed by the International Federation of Library Associations to provide a uniform framework for all bibliographic citations. It also provides very specific guidelines for punctuation which have the added potential of serving as "flags" in a computerized formatting of the citation. Careful adherence to these existing conventions also assures easy adaptation to the MARC-II format for machine-readable data files which is used by the Library of Congress.

FORMAT OF THE ABSTRACT

Components of the abstract are listed below. An explanation of the components follows the list. Not all components are applicable to each and every abstract. Examples of the actual abstracts are in Appendix B.

1. Bibliographic citation:
 - 1.1 Title, followed by the general material designation
[machine-readable data file]
 - 1.2 Statement of Responsibility (authorship, sponsor, collaborator, etc.)
 - 1.3 Place of Production
 - 1.4 Name of Producer, followed by the designation [producer]
 - 1.5 Date of Production
 - 1.6 Place of Distribution (if different from place of production)
 - 1.7 Name of Distributor, followed by the qualifier [distributor]
 - 1.8 Date of Distribution (if different from date of production)
2. Date of Abstract
3. General Description and Subject Matter Coverage
4. Descriptors
5. Geographic Coverage

6. Time Coverage
7. Technical Description: Type of Machine-Readable Data File,
File Structure, and File Size
8. Reference Materials
9. Related Printed Reports
10. Related Files
11. OMB Clearance Number
12. Contacts
13. Availability Information

1. BIBLIOGRAPHIC CITATION

Structure of the Bibliographic Citation

The suggested physical format and layout of the bibliographic citation should appear as follows:

Title [machine-readable data file] / Statement of responsibility. —
Place of production : Name of producer [producer], Date ; Place of
distribution : Name of distributor [distributor], Date of distribution.

EXAMPLE 1: A survey file with different producer and
distributor.

Annual Housing Survey, 1976 National File [machine-readable
data file] / prepared by the Bureau of the Census for the U.S.
Department of Housing and Urban Development. — Washington :
The Department of Housing and Urban Development [producer],
1976; Washington : Bureau of the Census [distributor], 1978.

EXAMPLE 2: A scientific observation file with same
producer and distributor.

Oceanographic Station File [machine-readable data file] /
prepared by the National Oceanic and Atmospheric Administration.
— Washington : National Oceanic and Atmospheric Administration
[producer and distributor], 1978.

1.1 TITLE

Each body of data should be given a unique, "authority" title which clearly delineates it from other files. This title will be determined by the agency responsible for the file's substantive content. It may be changed if the title is insufficiently unique when compared with titles of other files or does not correspond to titling guidelines of this paper. It is important that agencies establish authority titles so that files can be well identified and confusion avoided.

The source of the authority title is normally the technical documentation or other published descriptions about the file. If the technical documentation is not titled, a title is assigned using the standard title format and entered on the title authority list for the agency. Regardless of the title source, the year(s) of the file should follow the title.

An authority list of titles is a master list of official titles which has been previously assigned and is maintained by the agency. The purpose of the list is

to assure that the same title is always used for files which are issued annually. A good authority list also provides cross-references to variations in, or aliases for, the authority title.

EXAMPLE 1: Without an authority list.

The March Current Population Survey file, issued yearly, is known by several different names including Annual Demographic File. Without an authority list, the file for three consecutive years could be entered differently each year, viz.,

Annual Demographic File, 1977
1976 Current Population Survey, March
March 1975 Current Population Survey

EXAMPLE 2: With a standardized title format as authority list of titles, and cross references.

Annual Demographic File, 1978
see Current Population Survey, March

Current Population Survey, March 1975
Current Population Survey, March 1976
Current Population Survey, March 1977
Current Population Survey, March 1978

March Current Population Survey
see Current Population Survey, March

The file title is followed by the general materials designator [machine-readable data file] enclosed in brackets.

EXAMPLE:

Current Population Survey, March 1976 [machine-readable data file]

Titling Guidelines

The standard title format includes a reference to the specific statistical data program which created the file and the month (if necessary to provide a unique file title) and year (or years) of the timespan of the file.

**STRUCTURE: Name of Statistical Data Program, Reference
Date of Data**

EXAMPLE:

Current Population Survey, March 1978

Detail Divorce File, 1968

The date provided refers to the reference date of the data. In the example immediately above, "March 1978" refers to the date when the data were collected. Files containing several years' data may be inclusively dated or "open-dated."

EXAMPLE 1: For a file with data from years 1976, 1977 and 1978.

Annual Demographic File, 1976-1978.

EXAMPLE 2: For a file beginning with data from 1970 and to which annual data are added into an indefinite future.

Annual Demographic File, 1970- .

Files which have been officially titled previously, usually by means of the technical documentation title or other file references, are not retitled. However, if there is confusion concerning the title or several titles exist, the authority list title should be consulted.

If the structure provided is not adequate to identify the file uniquely, additional information is added.

EXAMPLE:

Census of Population and Housing, 1970, County Group File (15% 1-in-100)

Annual Housing Survey, 1976 National File

1.2 STATEMENT OF RESPONSIBILITY

This portion of the citation contains information concerning the agency or agencies responsible for the file's substantive content. Several agencies can be acknowledged in this section, although an involved explanation of their interrelationships should not be placed in the citation. There is flexibility as to how the responsibility can be described.

EXAMPLE 1:

Primary Productivity, File Type 029 [machine-readable data file] / prepared by National Oceanic and Atmospheric Administration.--

EXAMPLE 2:

Tektite I: 1440 Hours on the Bottom of the Sea [machine-readable data file] / prepared by Bellcom, Inc., for the National Aeronautics and Space Administration, the Office of Naval Research, and the Department of the Interior. —

1.3 PLACE OF PRODUCTION

The place of production listed is the location used in the *formal* mailing address of the agency which produced the file. The State name should be added if it is necessary for identification or if the city is not unique.

EXAMPLE: A file produced at the Census Bureau should be Washington not Suitland, MD.

1.4 PRODUCER

The complete name of the producer is used, even if it repeats the name given in the statement of responsibility.

EXAMPLE 1: A file produced by the National Center for Health Statistics would have the imprint as follows:

Washington: National Center for Health Statistics

EXAMPLE 2: A file produced by the Bureau of the Census for the Bureau of Labor Statistics would have the following imprint:

Washington: Bureau of the Census

1.5 DATE OF PRODUCTION

Following the producer will be the date of production of the specific version of the file being described.

EXAMPLE: A Current Population Survey file for June 1977 (internal file version produced in 1977 but public use file version produced by the Bureau of the Census in 1978) would have the following entry:

Current Population Survey, June 1977 [machine-readable data file] / conducted by the Bureau of the Census. —Washington : The Bureau of the Census [producer and distributor], 1978.

1.6 PLACE OF DISTRIBUTION

When the distributor of the file is different from the producer, additional information should be provided for the distributor. Information about the distributor is separated from producer information by a semi-colon. The guidelines for place of distribution are identical to those for place of production.

1.7 DISTRIBUTOR

The distributor statement is added to the citation only if the principal distributor of the file is different from the producer. Only the principal distributors, as identified by the producing agency, are listed in the distributor entry. If there are two principal distributors, both are listed. The date of production should follow producer. The date of distribution can follow the distribution statement if it is considered significant.

1.8 DATE OF DISTRIBUTION

The date of distribution is the year that the file became publicly available. If the date of production and date of distribution are identical, the date should be given following the last named producer/distributor.

EXAMPLE 1: A file produced and distributed by the Bureau of the Census.

Washington : The Bureau of the Census [producer and distributor], 1977.

EXAMPLE 2: A file produced by the Environmental Protection Agency and distributed by the National Technical Information Service.

Washington : The Environmental Protection Agency [producer], 1976; Washington : National Technical Information Service [distributor], 1977.

2. DATE

The date the abstract was prepared should be entered.

3. GENERAL DESCRIPTION AND SUBJECT MATTER COVERAGE

This section delineates the type of file being described, contains a statement concerning the universe of the file, and provides a subject-matter description. The *type of file* will most frequently be: aggregate data (also referred to as summary statistic files), microdata, or geographic files. (For definitions of each of these terms, see glossary.) Within the *universe description*, the sampling method should be indicated if it is a sample population. A simple statement concerning the sampling will suffice; comprehensive sampling information is available in the detailed technical documentation. The *subject-matter description* provides a more detailed discussion of the variables on the file. The description does not extend to the individual variable level, but to general categories of variables which are comprehensive enough to include all variables.

EXAMPLE: GENERAL DESCRIPTION AND SUBJECT MATTER COVERAGE:

The County and City Data Book Consolidated File, County Data, 1944-1977 is a longitudinal summary statistic file comprised of records, each corresponding to a geographic area, which contain demographic and economic data. The County and City Data Book Consolidated File contains selected data from the quinquennial files 1947 through 1977, to form a time series where possible. Statistical programs covered include the decennial censuses, economic censuses, demographic estimates, vital statistics, agricultural census, census of transportation, and many others.

4. DESCRIPTORS SECTION

An important issue in the retrieval of information is the means used to provide access to the bibliographic information. The title entry provides access by title but a means is still needed to provide access to the user who has no idea of the title and needs a subject approach.

There is currently no single thesaurus or list of subject descriptors which is adequate for the wide spectrum of Federal MRDF's.

For the time being the best strategy seems to be for agencies to use the descriptors or key words found in the Subject Matter Index (p. II-1) of the

Directory of Federal Statistical Data Files (National Technical Information Service, March 1981, PB81-133175). Where these descriptors are inadequate, subject specialists within the agencies will need to develop descriptors appropriate to their specific terminology. Eventually it is hoped that descriptors would be synthesized and integrated into a master thesaurus.

The number of descriptors is left to the agency but should be sufficient to direct a user interested in a specific area to the appropriate file.

EXAMPLE 1: 1970 Census of Population

DESCRIPTORS: POPULATION, HOUSING, DEMOGRAPHY

EXAMPLE 2: Civil Aeronautics Board, Service Segment Data

DESCRIPTORS: U.S. AIRLINES, TRANSPORTATION, AIR CARGO, AIR PASSENGERS, DOMESTIC AIR TRAVEL, FOREIGN AIR TRAVEL, AIRCRAFT, AIRPORTS, CIVIL AERONAUTICS BOARD, SERVICE SEGMENT DATA.

5. GEOGRAPHIC COVERAGE

Information is provided here concerning the total geographic scope of the file and additional levels of geographic coding provided within the file.

EXAMPLE: Census of Population and Housing, 1970: Summary Statistic File 1A.

GEOGRAPHIC COVERAGE: U.S. nationwide coverage; Data are tallied for individual block groups and enumeration districts. The following geographic coding information is provided (if relevant) for *each* block group and enumeration district: State, county, minor civil division, place, ward, tract, Congressional district, Metropolitan Statistical Area (MSA), urban/rural indicator, and area code.

If the number of geographic subfiles within the file being entered is manageable, specific references to individual geographic units can be made in this section.

EXAMPLE: Annual Housing Survey, 1975 SMSA File

GEOGRAPHIC COVERAGE: Individual SMSA's and the counties within the SMSA's are identified; an inside/outside central city indicator is provided for each household. A file has been prepared for each of the following SMSA's: Atlanta, Cincinnati, Colorado Springs, Columbus, Hartford, Kansas City, Madison, Miami, Milwaukee, New Orleans, Newport News, Patterson, San Antonio, San Bernardino, San Diego, San Francisco-Oakland, and Springfield-Chicopee-Holyoke.

6. TIME COVERAGE

The time coverage provides information concerning the time period of the data in the file. This includes the time coverage of the statistical program (e.g., date of data collection) and dates of reference for specific data items.

EXAMPLE: Decennial census of 1960.

TIME COVERAGE: The data in the file pertain to the date of the census—April 1, 1960. Income data pertain to 1959.

7. TECHNICAL DESCRIPTION

Information concerning the technical aspects of the file is located in this area. This includes type of machine-readable data file, file structure, and file size.

Type of machine-readable data file

This should indicate in what form(s) the data file is(are) available; for example, public-use tape, floppy disk, on-line data base, microfiche, or special tabulations upon request. For files available on floppy disks, list the microcomputers for which these data are formatted, and name the data base management system used to prepare the data for the floppy disks. If only selected information is available from the file on floppy disks that should also be indicated.

For on-line data bases, indicate the frequency with which the data are updated to keep the information current. Any special hardware requirements for accessing the on-line data base should also be noted. Information on how to access on-line data bases should be included under item 13.

EXAMPLE 1: This file is available as a public-use tape with selected summary data on floppy disks prepared using Lotus 1-2-3 and formatted for the IBM PC.

EXAMPLE 2: The data file is accessible on-line and is updated monthly.

File Structure

The general characteristics of the file structure are summarized. This should include at a minimum a reference to whether the file is rectangular or hierarchical. If the file is generated and updated under a data base management system, the name of the software system being used should be noted. Other special file structure characteristics should be noted such as special character sets, variable or fixed length records, etc.

Definitions and schematics of rectangular and hierarchical files are found in Appendix A.

EXAMPLE 1: The file is rectangular and contains 2,496 fixed-length 228 character records.

EXAMPLE 2: A data base management system file.
The file is a System 2000 data base management file.

File Size

The file size includes the number of files and the logical record count for the file. The number of files is the actual number of physical files which are elements of the data file being cataloged. The type of file should also be indicated.

EXAMPLE: 1 data file

The logical record count is the number of actual records in the file. The method of counting logical records varies with the type of file. See Appendix A for a definition and schematic of a logical record. When there are more than three files, the record count is the total for all physical files of the data file. This number is in parentheses following the file count area.

EXAMPLE: 21 data files (62,000 logical records)
2 data files (21,000; 48,000 logical records)

The extent of file entry should contain an approximate count preceded by the word "approximately" (when the exact logical record count is not available).

In a multiple file component, individual entries are made for logical record counts of the components when the file is of manageable size.

8. REFERENCE MATERIALS

The technical documentation and other documents which relate to the machine-readable file or its technical aspects are referenced under this heading. A brief note on its content is included. If the documentation is in machine-readable form, this should be indicated. The GPO stock number should also be provided for all reference materials. If the reference is to machine-readable materials, the bibliographic citation from the abstract of the materials should be given.

EXAMPLE: REFERENCE MATERIALS:

U.S. Bureau of the Census, *The Current Population Survey: Design and Methodology* (Technical Paper 40, U.S. Bureau of the Census). Available from Supt. of Documents, U.S. Government Printing Office, GPO Stock No. 003-024-01490-4. A very comprehensive guide to the entire Current Population Survey program.

If the title of the technical documentation must be assigned, the title is the same as the machine-readable data file entered in the title section of the entry with the added qualifier "Technical Documentation" used to replace the [machine-readable data file] designator. This facilitates an integrated manual filing of files and codebooks by assuring that the entry for the MRDF and its technical documentation are together in the file.

EXAMPLE 1: File Title:

Annual Housing Survey, 1976 National File [machine-readable data file].

EXAMPLE 2: Technical Documentation Title:

Annual Housing Survey, 1976 National File Technical Documentation.

9. RELATED PRINTED REPORTS

This section includes a bibliographic reference to relevant publications or series which report analysis and results or present tables derived from the data file. Information concerning where the document is obtained is normally in-

cluded. When there are many references, the more relevant publications are listed.

EXAMPLE: RELATED PRINTED REPORTS:

U.S. Bureau of the Census. *Annual Housing Survey, U.S. and Regions Series H-150-(year)*. For sale by Supt. of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

10. RELATED FILES

If a file is a part of a group of similar files issued on a regular basis (annually, every 5 years, decennially, etc.), this is indicated. The names of the comparison files should be entered. If files containing computer software are related, this is indicated.

EXAMPLE 1: RELATED FILES:

Another file, Annual Housing Survey, 1976 National File, contains similar data for the nation.

EXAMPLE 2: RELATED FILES:

CENSPAC (Census Software Package), available from Data User Services Division, Bureau of the Census, U.S. Department of Commerce, Washington, D.C. 20233.

EXAMPLE 3: RELATED FILES:

Control cards for SPSS and SAS and a machine-readable codebook are included in front of the data file.

11. OMB CLEARANCE NUMBER

To cross-reference MRDF abstracts with the Federal Information Locator System, the OMB clearance number(s) given to the form(s) used in data collection is provided. The OMB clearance number(s) need only be supplied for microdata files where the files reflect the original data collection. That is, files which are combinations of other files or which are primarily aggregated data need not have the OMB clearance number(s) supplied.

12. CONTACTS

The potential user is provided with two contacts: one for subject-matter inquiries and one for computer-related inquiries. In each case, an address and telephone number are provided. If responsibility for subject-matter or computer-related aspects clearly lies with an organizational unit (division, branch, section, etc.), the organizational unit may be designated as the contact. Otherwise, the name of an individual person should be supplied.

EXAMPLE: CONTACTS:

Statistical Services (subject matter aspects)
Drug Enforcement Administration
U.S. Department of Justice
Washington, D.C. 20537
(202) 272-6387

Office Information Systems (computer-related aspects)
Drug Enforcement Administration
U.S. Department of Justice
Washington, D.C. 20537
(202) 633-1164

13. AVAILABILITY INFORMATION

This area contains the following information: where the file is available, the cost of the file, ordering information, restrictions on use of the file, and relevant information for accessing online data bases.

EXAMPLE 1: Current Population Survey file from the Bureau of the Census.

AVAILABILITY:

The files are available from the Bureau of the Census at a cost of \$140 per output reel. There are no restrictions on use of the data. Order numbers are: C SUM 70 004Pa (File 4 A), C SUM 70 004Pb (File 4 B), and C SUM 70 004Pc (File 4 C).

EXAMPLE 2: Longitudinal Sample of Disability Insurance Applicants from the Social Security Administration.

AVAILABILITY:

The file is available from the Social Security Administration at a cost of \$120. Public dissemination of the file is restricted and requires prior individual negotiation due to possible violations of privacy in some data fields.

EXAMPLE 3: EIA Electronic Publication System (EPUB).

AVAILABILITY:

Selected Weekly Petroleum Status Report and Petroleum Supply Monthly Statistics are available from the Energy Information Administration computer facility. Public access to these machine-readable statistics is possible by dialing (202) 252-8658 for 300 baud or 1200 baud line speeds. Communications are asynchronous and require a standard ASCII-type terminal. There is no charge for this service. Although there is no required password, you will be requested to use your telephone number as a user identifier. This service is available 7 days a week (8 a.m. - 11 p.m., Monday thru Friday; 10 a.m. - 6 p.m. weekends and holidays).

APPENDIX A

GLOSSARY

ABSTRACT: An abbreviated and informative representation of a machine-readable data file.

AUTHORITY TITLE: A unique official title which clearly distinguishes a file from other files.

BIBLIOGRAPHIC CITATION: Information on the existence of a file and its producer and/or distributor. Components of the citation are: title, statement of responsibility, place of production, producer, date, place of distribution and distributor.

DATA FILE: Usually defined as a collection of logically related records treated as a unit. For the purposes of this paper, a data file is a machine-readable statistical product released as a unit by a Federal statistical agency.

DESCRIPTOR: A keyword from a title or document that is used as an index to content.

GEOGRAPHIC REFERENCE FILES: Files containing descriptive data about selected geographic segments or areas.

HIERARCHICAL FILE: A hierarchical file is comprised of records which have two or more record formats and/or field definitions that vary for two or more types of records, and the set of "nested" records is treated as a unit for some types of processing.

EXAMPLE:

Household Record 1

Family Record 1 of Household 1

Person 1 of Family 1 of Household 1

Person 2 of Family 1 of Household 1

Family Record 2 of Household 1

Person 1 of Family 2 of Household 1

Household Record 2

Family Record 1 of Household 2

Person 1 of Family 1 of Household 2

Person 2 of Family 1 of Household 2

Person 3 of Family 1 of Household 2

LOGICAL RECORD: A collection of information relating to a specific observational unit. When the observational unit changes, it becomes another logical record.

EXAMPLE 1:

Logical Record 1

Data for Person 1

Logical Record 2

Data for Person 2

EXAMPLE 2:

Logical Record 1	Data for SIC 1 in County 001
Logical Record 2	Data for SIC 2 in County 001
Logical Record 3	Data for SIC 3 in County 001
Logical Record 4	Data for SIC 1 in County 002

MACHINE-READABLE DATA FILE: A body of information coded by methods that require the use of a machine (typically, but not always a computer) for retrieval and processing.

MICRODATA: Files which contain data items corresponding to characteristics of an individual respondent or respondent unit.

PUBLIC USE: Files which are available for use by any member of the public (distinguished from public use reports wherein the report is intended for use by the public but the data file behind the report is not necessarily available).

RECTANGULAR FILE: A rectangular file is comprised of records which have like defined record formats and field definitions in each record. A schematic of this structure forms a rectangle.

EXAMPLE:

Person Record 1
Person Record 2
Person Record 3

SUMMARY STATISTICS: Files containing data items for specific geographic areas which are aggregates of the basic data element.

UNIT OF OBSERVATION: The basic unit of the file.

APPENDIX B
EXAMPLES OF ABSTRACTS

EXAMPLE 1

Census of Population and Housing, 1960 Public Use Sample [machine-readable data file] / conducted by the Bureau of the Census. — Washington : The Bureau of the Census [producer and distributor], 1960.

GENERAL DESCRIPTION AND SUBJECT MATTER COVERAGE: The Census of Population and Housing, 1960 Public Use Sample is a series of microdata files comprised of records, each corresponding to an individual housing unit or person, which contain demographic characteristics of that unit. Each file is comprised of a sample of records from the 1960 census sample questionnaires. Data contained in each record include codified responses to most of the questionnaire items.

DESCRIPTORS: POPULATION, HOUSING, DEMOGRAPHY

GEOGRAPHIC COVERAGE: A state is identified on each housing unit record. Urban/rural, metropolitan/nonmetropolitan and central city/noncentral city residence is indicated when confidentiality restrictions are not violated.

TIME COVERAGE: The data in the file pertain to the date of the census - April 1, 1960.

TECHNICAL CHARACTERISTICS: The files are hierarchical and comprised of fixed-length 120 character records. The 1-in-100 file contains approximately 2.4 million records. The 1-in-1,000 file contains approximately 240,000 records. The 1-in-10,000 file contains approximately 24,000 records. The files are usually packaged in groups of states.

REFERENCE MATERIALS: A Public Use Sample of Basic Records from the 1960 Census Description and Technical Documentation, U.S. Bureau of the Census.

RELATED REPORTS: None Cited.

RELATED FILES:

Census of Population and Housing, 1960 — other summary statistical files.
Census of Population and Housing, 1970 Public Use Sample Files.

OMB CLEARANCE NUMBER:

CONTACTS:

Customer Services Branch (subject-matter and computer-related aspects)
Data User Services Division
U.S. Bureau of the Census
Washington, D.C. 20233
(301) 763-4100

AVAILABILITY: The file is available from the Bureau of the Census for \$140 per output reel. For additional information on the volume and cost associated with the files, refer to the appendix. The order numbers are: C PUS 60 001 (1-in-100 file), C PUS 60 002 (1-in-1,000 file), C PUS 60 003 (1-in-10,000 file).

EXAMPLE 2

Input-Output Table: 1972, Detailed Item Purchases by PCE and PDE Categories [machine-readable data file] / conducted by the Bureau of Economic Analysis. — Washington : The Bureau of Economic Analysis [producer and distributor], 1973.

GENERAL DESCRIPTION AND SUBJECT MATTER COVERAGE: The Input-Output Table: 1972, Detailed Item Purchase by PCE and PDE Categories file contains detailed product data for purchases by personal consumption expenditures (PCE) and producers' durable equipment (PDE) categories by originating input-output commodity designation. Data represent breakdowns of the 496-order data into products and product groups.

DESCRIPTORS: ECONOMIC, PERSONAL CONSUMPTION, DURABLE GOODS

GEOGRAPHIC COVERAGE: Data contained in the file pertain to economic activity at the U.S. national level.

TIME COVERAGE: All data pertain to 1972.

TECHNICAL CHARACTERISTICS: The file contains 2,496 fixed-length 228 character records.

REFERENCE MATERIALS: File documentation — see contacts listed below.

RELATED REPORTS: Bridge Tables for Personal Consumption Expenditures and Producers' Durable Equipment in the 1972 Input-Output Study, Bureau of Economic Analysis, U.S. Department of Commerce.

RELATED FILES: See other Input-Output Table: 1972 files.

OMB CLEARANCE NUMBER:

CONTACTS:

Chief (subject-matter aspects)
Interindustry Economics Division
Bureau of Economic Analysis
U.S. Department of Commerce
Washington, D.C. 20230
(202) 523-0683

Maurice A. Schlak (computer-related aspects)
Computer Services
Bureau of Economic Analysis
U.S. Department of Commerce
Washington, D.C. 20230
(202) 523-0963

AVAILABILITY: The file is available from the Bureau of Economic Analysis for \$200 through the subject-matter contact listed above. There are no restrictions on usage. The order number is BEA IED 79-010.

EXAMPLE 3

City/Airport Nomenclature, Data Bank 5 [machine-readable data file] / prepared by the Civil Aeronautics Board. -- Washington : Civil Aeronautics Board [producer], 1968 ; Washington : National Archives and Records Service [distributor], 1973.

GENERAL DESCRIPTION AND SUBJECT MATTER COVERAGE: The City/Airport Nomenclature, Data Bank 5 is a geographic reference file which contains the city/airport alphabetic code and location in latitude and longitude. The file also contains a notation if there is more than one airport in the city, a code for world area and the name of the city spelled out.

DESCRIPTORS: AVIATION, AIRPORTS

GEOGRAPHIC COVERAGE: Each airport within each city is identified. Cities within the U.S. are further identified by state and country (U.S.). Cities outside the U.S. area are further identified by country and continent. Data are available by city/airport by quarter.

TIME COVERAGE: The data in the file are quarterly.

TECHNICAL CHARACTERISTICS: The file is rectangular and contains approximately 3,000 fixed-length character records per quarter.

REFERENCE MATERIALS: Documentation Relating to Passenger Origin and Destination Survey and City/Airport Nomenclature, Data Bank 2. Civil Aeronautics Board. Available through Machine-Readable Branch (see address below).

RELATED REPORTS: Data Index: A Guide to Data Available Within C.A.B. Reports and Publications, Economic Evaluation Division, Bureau of Accounts and Statistics, Civil Aeronautics Board, Washington, D.C. 20428.

RELATED FILES: Commuter Air Carrier Statistics, Passenger Origin and Destination Survey Data Banks, Form 41 Traffic and Financial Reports Schedules, Service Segment Data. Civil Aeronautics Board.

OMB CLEARANCE NUMBER:

CONTACTS:

Civil Aeronautics Board (subject-matter aspects)
Bureau of Accounts and Statistics
Washington, D.C. 20408

Machine-Readable Branch (computer-related aspects)
National Archives and Records Service
Washington, D.C. 20408
(202) 523-3267

AVAILABILITY: The files are available from the Machine-Readable Branch, National Archives and Record Service. There are no restrictions on usage. The order number is 3-197-73-179(e).

EXAMPLE 4

Study of the Effects of Coaching on Standardized Admission Examinations, 1979 [machine-readable data file] / prepared by the Federal Trade Commission for the Bureau of Consumer Protection. — Washington : The Federal Trade Commission [producer], 1979; Washington : National Archives and Records Service [distributor], 1980.

GENERAL DESCRIPTION AND SUBJECT MATTER COVERAGE: The Study of the Effects of Coaching on Standardized Admission Examinations, 1979 is a microdata file which contains information on the effects of short-term instruction (coaching) on the test scores of students taking standardized admission examinations. The file contains information on the student's ethnicity, education, family income, testing history and results, and the student's coaching history, if applicable. The data are obtained from a sample of 4,208 persons from the New York metropolitan area who have taken the Preliminary Scholastic Aptitude Test (PSAT) or the Scholastic Aptitude Test (SAT) one or more times. One subsample group of 1,678 persons attended coaching schools to improve their test scores; the other subsample of 2,590 persons did not.

DESCRIPTORS: EDUCATION, TESTING, COLLEGE ADMISSION

GEOGRAPHIC COVERAGE: The data are for persons living in the New York metropolitan area.

TIME COVERAGE: The data in the file are for 1979.

TECHNICAL CHARACTERISTICS: The file is rectangular and contains approximately 4,208 fixed-length records.

REFERENCE MATERIALS: Documentation Relating to A Study of the Effects of Coaching on the Test Scores of Students Taking Standardized Admission Examinations, Federal Trade Commission. Available from the Machine-Readable Branch (see address below).

RELATED REPORTS: None

RELATED FILES: None

OMB CLEARANCE NUMBER:

CONTACTS:

Federal Trade Commission (subject-matter aspects)
Washington, D.C. 20580

Machine-Readable Branch (computer-related aspects)
National Archives and Records Service
Washington, D.C. 20408
(202) 523-3267

AVAILABILITY: The files are available from the Machine-Readable Branch, National Archives and Records Service. There are no restrictions on usage. The order number is 3-122-79-1.

Enclosure 2

FEDERAL STATISTICAL DATA BASES PROJECT

Additional Details for Providing Material

In providing the material for inclusion in Federal Statistical Data Bases, agencies are to use the procedures in the "Voluntary Guideline for Abstracts for Public Use Statistical Machine-Readable Data Files" following the format in the Technical Description Form. This guideline sets forth minimum requirements for information to be included in descriptions of the machine-readable data files. Agencies may wish to supply more information about the file as may be appropriate.

The following are some additional details about submitting the material for the Directory.

Scope and Coverage of the Project

A machine-readable data file is a body of information coded by methods that require the use of a machine (typically, but not always, a computer) for retrieval and processing.

There are two kinds of Federal statistical data files to be included: (1) Statistical data files which are released for public use in machine-readable form; and (2) statistical data files which are not released for public use but from which users may normally request specific tabulations or special machine-readable subfiles. The second kind of file refers to data which are held internally by agencies and to which limited access is accorded users in the form of special tabulations or tapes.

If your agency had an entry in the March 1981 Directory of Federal Statistical Data Files, this material is attached. This material should be updated as appropriate, noting corrections and revisions, etc. on these pages, if possible, or by attaching correction sheets. As noted in the 1981 Directory (p. 9 "Caveats and Limitations"), some of these abstracts contained incomplete information, particularly the Technical Characteristics section, the Bibliographic Citations, and the Reference Materials, Related Reports, and Related Files sections. Please return all the pages from the 1981 Directory.

Information on statistical data files created since the 1981 Directory is to be provided using the attached Technical Description Form. Each data file should be described on a separate form. One copy of the form is attached. Please reproduce this form as required. If you prefer, you may provide the information on plain paper following the format on the Technical Description Form.

The expanded and updated Federal Statistical Data Bases will also include information about agency on-line files that are available for public access. The voluntary guideline and the Technical Descriptions Form have been modified to include information on these data bases.

The Abstract

The abstract is a summary of the major subject content of the file. According to the guideline, it contains a bibliographic citation and specific information about the geographic coverage, the file structure and size, reference and related materials, and its availability. Attention should be given to including mention of reference materials which document sample design and selection, data collection methodology, nature and extent of errors, or otherwise provide users with information on the quality of the data and their limitations.

Section 4 of the Guideline suggests that agencies use the attached Subject Matter Index from the Directory of Federal Statistical Data Files, 1981 in assigning keywords and descriptors. If this list is inadequate, then please add keywords and descriptors as you feel appropriate.

For processing purposes, it would be helpful if you could return the material to me in batches as portions of the information are completed (e.g., the update for the 1981 publication), rather than waiting until you have finished the project for your department/agency.

Attachments (3)

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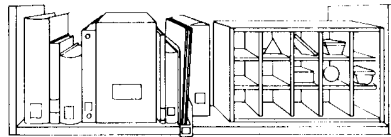
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An acknowledged expert in the area of nonbook materials, Jean Weihs is course director of Library Techniques at Seneca College of Applied Arts and Technology, Toronto, Ontario.

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Compiled by David A. Tyckoson

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About the Compiler

David A. Tyckoson is reference librarian at the Iowa State University Library. He was formerly science librarian and affiliate instructor at the Department of Educational Media, Miami University, Oxford, Ohio.

April 1985 / 64 pages / 8½ x 11 /
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Sanford Berman is head cataloger at the Hennepin County Library and is author of *The Joy of Cataloging*, also published by The Oryx Press (see p. 35). James P. Danky is a newspapers and periodicals librarian at the State Historical Society of Wisconsin.

1984 / 344 pages / 8½ × 11 /
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Arts & Sports USA: The Professional Attractions Guide

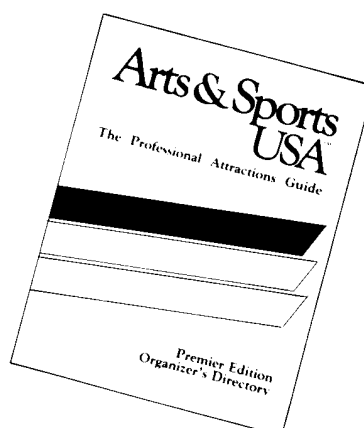
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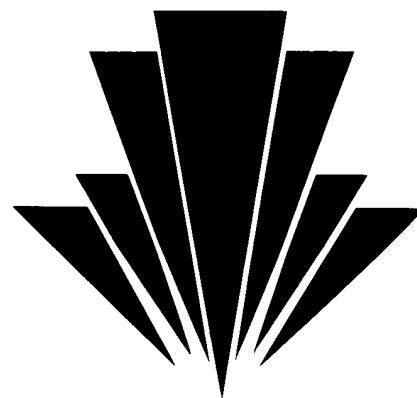
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Because of the nature of their helping profession, librarians often feel compelled to put up with behavior they shouldn't tolerate. In this informative and practical book, Janette S. Caputo shows how librarians can apply assertiveness skills in their work and in conflicts with colleagues, patrons, governing boards, supervisors, or subordinates. Caputo uses case study examples, self-work exercises, and tables and charts to help readers turn win-lose conflicts into win-win transactions.

About the Author

Janette S. Caputo is former director of Saginaw Health Sciences Library and is currently a doctoral candidate in clinical psychology at Central Michigan University.

1984 / 256 pages / 6 × 9 /
Paperbound / 0-89774-085-8 /
\$22.50

Audiovisual Resources in Food and Nutrition Volume 2

Designed for easy use by dietitians, nutritionists, educators and librarians, this annotated bibliography of audiovisual resources covering food and nutrition is accessible by subject, title, author, type of media, and audience level. It consists of a full listing of all currently available audiovisual materials compiled by the Food and Nutrition Information Center (FNIC), covering 1979 through 1982. All media are included: motion pictures, film strips, slides and transparencies, records and audiotapes, kits and models, video recordings and videocassettes, and charts and posters. Volume 1, covering 1973 through 1978, is also available (see p. 31).

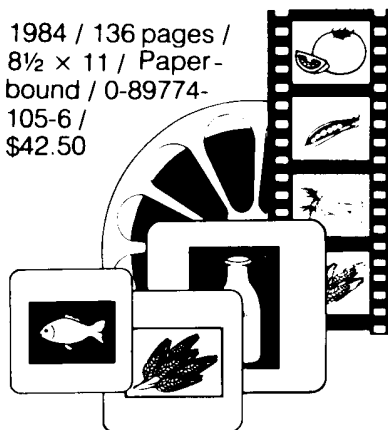
"... a valuable source for dietitians, extension specialist nutritionists, food service personnel, and food technologists. Researchers, educators, and librarians interested in this area will appreciate the value of this easy to use guide."

—Food, Nutrition and Health Newsletter

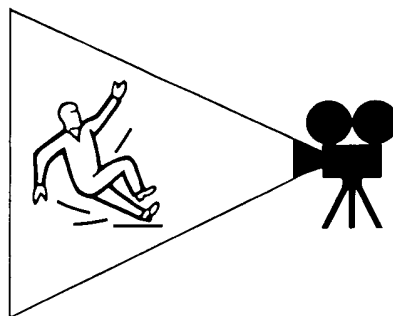
"This will be a useful item in any library serving nutritionists or those planning health and home economics curricula on almost any level."

—Reference Books Bulletin

1984 / 136 pages /
8½ x 11 / Paper-
bound / 0-89774-
105-6 /
\$42.50



Audiovisual Resources in Occupational Safety and Health: An Evaluative Guide



Mary Ellen Tucker

Designed as a selection tool, this guide describes and evaluates audiovisual training materials on all areas relating to occupational safety and health. Coverage includes industrial hygiene, safety, occupational medicine, and occupational health nursing. Items listed are currently available from commercial distributors and governmental agencies such as the National Audiovisual Center. Each listing contains information on the availability of the materials and provides a brief review that evaluates the production's technical accuracy, relevancy to current industrial conditions, and conformity to current good work practices recommended by federal regulatory agencies.

About the Author

Mary Ellen Tucker is a librarian at the Occupational Safety and Health Educational Resource Center, University of North Carolina.

November 1985 / 96 pages /
8½ x 11 / Paperbound /
0-89774-142-0 / \$19.50(t)

Best Encyclopedias: A Guide to General and Specialized Encyclopedias for North American Consumers

Kenneth F. Kister

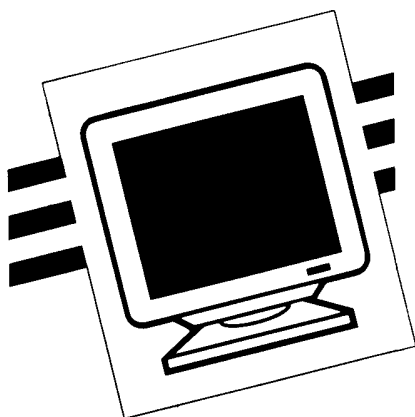
The most comprehensive, up-to-date encyclopedia guide currently available, BEST ENCYCLOPEDIAS provides authoritative descriptive and critical information about approximately 500 general and specialized encyclopedias of potential interest to North American readers. Encyclopedias reviewed range from large multi-volume sets for adults to small works for children. The guide emphasizes general English-language encyclopedias by providing lengthy evaluations of about 50 titles, but also includes an extensive section on specialized works. In addition, major foreign language works are listed in the appendix. Also furnished is a discussion of the nature, purpose, and future of encyclopedias; how they are sold; and what to look for when selecting one. Appendices include a chart of comparative statistical data on the English-language works reviewed, a list of North American encyclopedia distributors and publishers, and an annotated bibliography of additional sources.

About the Author

Kenneth F. Kister is a well-known critic of reference books and has written several books and numerous articles on the topic. He has held various library and teaching positions. His book, *Kister's Atlas Buying Guide* (see p. 35), was listed as one of the best "Reference Books of 1984" in *Library Journal*.

1986 / 176 pages / 6 x 9 /
Clothbound / Illustrated /
0-89774-171-4 / \$34.50(t)

CAD/CAM: Applications for Business



Stuart W. Hubbard

Computer graphics applications are among the fastest growing segments of the computer industry today. This new book provides business executives, engineers, and other professionals with the information they need to determine whether CAD/CAM technology can be applied to their specific needs. This book will help readers define needs and determine the system most suitable for them. In it, the author gives a brief history of CAD/CAM technology and discusses the state of the field, including a look at which industries will benefit most from CAD/CAM. Also covered are CAD/CAM system components and software, management, and other issues in system implementation and maintenance. Appendices cover the use of color and making a request for proposal.

About the Author

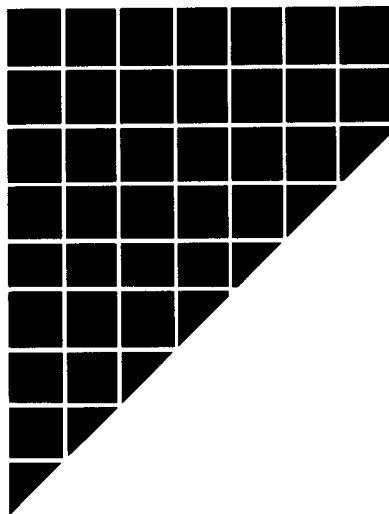
Stuart W. Hubbard is currently managing editor for financial and employee publications at Auto-trol Technology Corporation. He also teaches technical writing at the Community College of Denver.

May 1985 / 144 pages / 6 x 9 /
Paperbound / 0-89774-167-6 /
\$25.00

CIJE Author Index, 1969-1984

Researchers in education know that the *Current Index to Journals in Education* offers the most timely, complete, and authoritative coverage of the vast periodical literature of education. Now, access to 15 years of this extensive literature is easier than ever with this new searching tool. This index lists alphabetically each author of every article cited in CIJE from 1969 through 1984, providing the information needed to find the full citation. Bound in cloth and approximately 2,200 pages long, this volume will save countless hours of manual searching and/or many dollars' worth of online searching in educational databases. (For information on CIJE and other related works published by The Oryx Press, see pp. 27-28.)

July 1985 / 2,200 pages /
8½ x 11 / Clothbound /
0-89774-235-4 / \$95.00 until
September 1, 1985. Thereafter
price increases to \$120.00.



Collection Assessment Manual for College and University Libraries

Blaine H. Hall

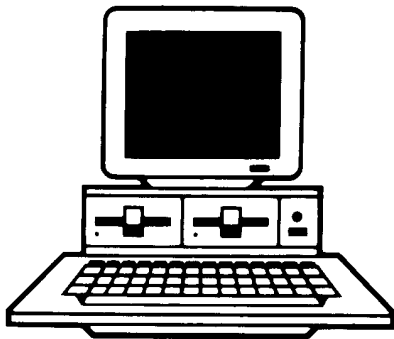
This comprehensive how-to-do-it manual provides the step-by-step procedures for assessing college, university, and research library collections. More than a procedures manual, it is based on a thorough review of the available literature on collection evaluation and brings together in a convenient format the basic theory, advantages and disadvantages, and use of specific practical techniques relating to collection assessment. Since many of the collection development and management functions are becoming increasingly automated, the manual also suggests ways to use computer-produced data in conducting the assessment and using the computer to prepare assessment reports. Numerous sample forms and reports, a bibliography of sources, a discussion of statistical aids, and other helpful resources complete the book.

About the Author

Blaine H. Hall is a humanities librarian at Brigham Young University, Provo, Utah.

October 1985 / 176 pages /
6 x 9 / Clothbound / Illustrated /
0-89774-148-X / \$36.50(t)

Computer and Microcomputer Systems for Small Businesses



Russell E. Wilcox

"A practical reference source for selecting and installing a business computer system."

—SciTech Book News

Written especially for business managers who are unfamiliar with computer technology, this clear, straightforward book explains how to assess what is available today and how to automate their businesses successfully. Ideal as a how-to book for managers or as a text for courses on business automation, the scope of this work ranges from the basic technology of machine functions and programming essentials through data processing and management science applications.

About the Author

Presently director of Computer Information Systems at Stonehill College, Russell E. Wilcox has served as an instructor in business and a computer consultant to small businesses.

1984 / 256 pages / 6 x 9 /
Clothbound / 0-89774-131-5 /
\$27.50

Computer Literacy for Teachers: Issues, Questions and Concerns

Edited by John H. Tashner

This collection of articles by recognized experts is designed to help educators better understand the impact computer technology is having on our schools and the skills our teachers will need to function in the future. Articles were selected to provide in-depth, recent information on this topic. Sections of this anthology provide an overview of computer technology's impact on education, opinions on computer literacy requirements in schools, and examples of how schools are implementing computer education in the curriculum. Annotated bibliographies, appendices, glossary, and index included.

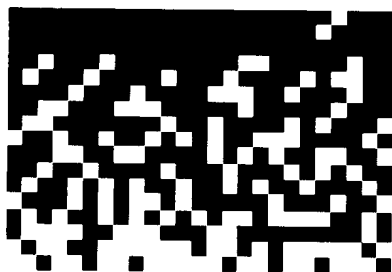
"A highly-readable source of current thinking that adds needed perspective to the ongoing debate about computer literacy and its place in education."

—Computer Book Review

About the Editor

John H. Tashner is professor of Secondary Education and director of the Computer Lab in the College of Education, Appalachian State University, Boone, North Carolina.

1984 / 168 pages / 8½ x 11 /
Paperbound / Illustrated /
0-89774-196-X / \$27.50



Computers and Information Processing World Index

Edited by Suzan Deighton, John Gurnsey, and Janet Tomlinson

This reference work identifies and analyzes the key sources throughout the world for information on computers, computing, and information processing. A single volume tool, the INDEX is organized into five sections covering organizations, reference books, journals, computer applications, and publisher's addresses. About 60 percent of the sources listed are from the U.S.; other sources are subdivided by country. Compiled by a team of information scientists and librarians with direct knowledge of the field, it is designed as a practical search tool.

"As a source for information on the organizations and journals of other nations, COMPUTERS AND INFORMATION PROCESSING WORLD INDEX is excellent. It is also the only recent guide to the literature and as such is a viable purchase for large libraries dealing with computer science or international business."

—Reference Books Bulletin

About the Editors

Suzan Deighton is librarian at Computer Analysts and Programmers Ltd. of the United Kingdom. John Gurnsey is a freelance consultant and was previously librarian at the Institution of Electrical Engineers. Janet Tomlinson is information manager at the Institution of Electrical Engineers.

1984 / 626 pages / 8½ x 12 /
Clothbound / Jacketed /
0-89774-116-1 / \$85.00
For sale by The Oryx Press in
North and South America and the
Philippine Islands.

Current Issues in Day Care: Readings and Resources

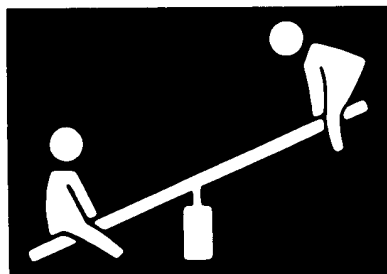
Edited by Carol H. Thomas

One of the most difficult dilemmas faced by working parents is that of providing quality day care for their children. Issues concerning day care are presented and discussed in this book, which is a selection of the best articles from leading journals. Topics covered include community involvement; selecting and evaluating suitable day care; what constitutes quality day care; employer-sponsored, after-school, and family day care; and child care-related illness and injury. In addition to articles on each topic, an annotated bibliography listing selected books on day care is included, along with an appendix of information on day care licensing, regulations for family day care, and a listing of organizations and agencies involved with child care.

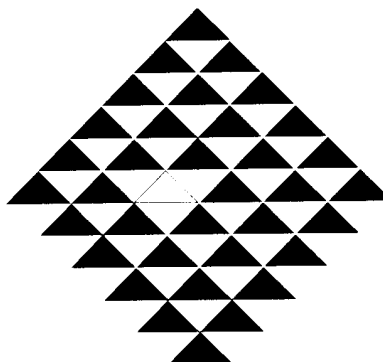
About the Editor

Carol H. Thomas is assistant professor in the Department of Special Education at Texas Woman's University, Denton, Texas.

October 1985 / 136 pages /
8½ × 11 / Paperbound /
0-89774-222-2 / \$26.00(t)



Death and Dying in the Classroom: Readings for Reference



Edited by James L. Thomas

"It would be encouraging to find at least one copy of DEATH AND DYING IN THE CLASSROOM in every school."

—SciTech Book News

For too many years the topic of death has been considered a taboo subject, especially in elementary and secondary schools. DEATH AND DYING IN THE CLASSROOM provides teachers and librarians a resource for investigating instructional, classroom, and teacher-student perspectives in relation to death education and the death of classmates. The book also describes what is being done by teachers, administrators, and students in an effort to deal with this subject.

About the Editor

James L. Thomas is library science librarian and adjunct assistant professor in the School of Library Science, Texas Woman's University, Denton, Texas.

1984 / 112 pages / 8½ × 11 /
Paperbound / 0-89774-137-4 /
\$28.50

Dictionary of Educational Acronyms, Abbreviations, and Initialisms: Second Edition

*Compiled and edited by
James C. Palmer
and Anita Y. Colby*

"Do you know what the OVEATP and the BECBSG stand for? You would if you had the new, revised version of [this book]. The newly expanded version has added 2,000 entries and now totals 4,000. . . . The dictionary covers everything from program titles to educational associations to everyday educational jargon."

—Education USA

Entries in the DICTIONARY are listed alphabetically, with the phrases they represent. In addition to the listing by acronym, this book provides a reverse list presenting the complete phrases first, followed by their abbreviated forms. Designed especially for educators, administrators, and students, this work is the only such listing of its kind.

About the Editors

James C. Palmer is assistant director for User Services and Anita Y. Colby is assistant director for Document Processing at the Educational Resources Information Center (ERIC) Clearinghouse for Junior Colleges.

January 1985 / 104 pages /
8½ × 11 / Paperbound /
0-89774-165-X / \$25.00

Directory of American Women Sculptors

Edited by Virginia
Watson-Jones

This beautifully illustrated reference work is the only source of information on American women sculptors as a group. Virginia Watson-Jones presents the accomplishments of more than 350 contemporary American women sculptors through photographs of their major works and detailed information about their lives and careers. For each artist information is provided on her birthplace and birth year, education, preferred media, major exhibitions, location of work in public collections, awards, selected private collectors, professional interests other than sculpture, teaching position (if applicable), and mailing address. Each entry also includes a statement by the sculptor and her signature. This work offers a wealth of previously unpublished information for art historians, educators, critics, museum administrators, gallery directors, collectors, students, artists, and librarians.

About the Editor

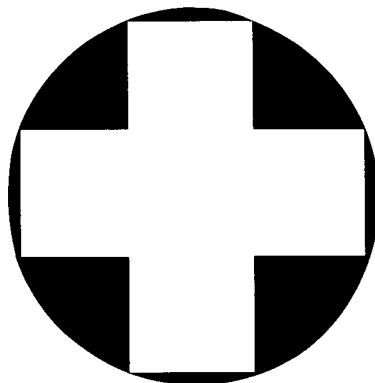
Virginia Watson-Jones is a sculptor and researcher. She holds an M.A. in art history and photography and an M.F.A. in ceramic sculpture from Texas Woman's University, Denton, Texas.

1986 / 704 pages / 8½ × 11 /
Clothbound / Illustrated /
0-89774-139-0 / \$125.00(t)

Directory of Biomedical and Health Care Grants

Providing essential details on a wealth of funding information in the health care field, this directory is a valuable reference tool for administrators, grant coordinators, researchers, and anyone seeking support for sponsored projects in health and allied fields. Current information on grant programs is included in each of the entries, which contain a description of the program, amount of money available, application deadlines, qualifications, renewability, sources of additional information, and more. Grant programs are listed alphabetically by title followed by a subject index that employs terms from the new *GRANTS Database* authority list (for information on *The GRANTS Database*, see p. 29). Indexes by sponsoring organizations and sponsoring organization types complete the book.

September 1985 / 256 pages /
8½ × 11 / Paperbound /
0-89774-208-7 / \$55.00(t)



Directory of College Facilities and Services for the Handicapped Second Edition

Edited by James L. Thomas and
Carol H. Thomas

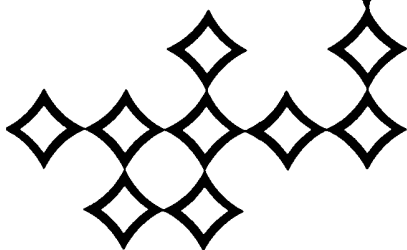
The new, revised edition of this award-winning guide for disabled individuals who seek postsecondary educational opportunities provides essential information on facilities and programs for handicapped individuals at approximately 2,000 colleges and universities around the U.S. and Canada. Like the earlier edition, this volume will assist high school and college counselors and parents who are helping disabled students, and will also provide a basis of comparison for the post-secondary institutions themselves. Arranged alphabetically within state, territory, or province, this guide gives information on special services, auxiliary aids, and physical accessibility as well as specifics on the institution itself. This book updates the previous edition and also provides library listings formerly found in *The Oryx Press* publication, *Academic Library Services for the Handicapped* (see p. 31). Until this new edition is published, the first edition of the *Directory of College Facilities and Services for the Handicapped* (see p. 33) is still available.

About the Editors

James L. Thomas is library science librarian and adjunct assistant professor of library science and Carol H. Thomas is assistant professor of special education, both at Texas Woman's University, Denton, Texas.

1986 / 384 pages / 8½ × 11 /
Clothbound / 0-89774-134-X /
\$95.00(t)

Directory of Food and Nutrition Information Services and Resources



Edited by Robyn C. Frank

This comprehensive directory fills the need for a guide detailing specialized information services, print and nonprint resources, and databases provided by a variety of organizations concerned with food and nutrition in this country.

"... this newest publication provides a centralized source of information for nutritionists, dietitians, educators, librarians, and other 'information providers.' A useful addition to the reference literature for the food and nutrition sciences, and recommended for academic libraries, for special libraries dealing with this subject area, and for public libraries." —Choice

"The directory provides a wealth of information sources on food and nutrition which are well organized and easy to locate." —ARBA 85

About the Editor

Robyn C. Frank is director of the Food and Nutrition Information Center of the U.S. Department of Agriculture.

1984 / 296 pages / 8½ × 11 /
Paperbound / 0-89774-078-5 /
\$74.50

Directory of Library Staff Organizations

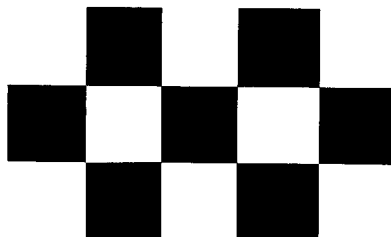
*Edited by Frances M. Jones and
Patrick L. Jarvis*

This unique directory provides information about nearly 450 library staff organizations that are engaged in activities such as collective bargaining, staff welfare, recreation, liaison between management and staff, and others. Containing information never before compiled or published, it provides (where applicable) each organization's purpose, names of its officers, staff size, and titles of its publications, and indicates whether the organization is a collective bargaining agent. Introductory chapters give an overview of the current status of library staff organizations. This directory was compiled from the results of a survey of 2,000 U.S. and Canadian academic and public libraries conducted by the editors in cooperation with the Staff Organization Round Table of the American Library Association.

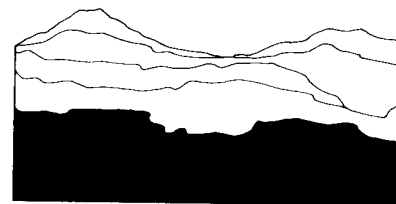
About the Editors

Frances M. Jones is acquisitions librarian at the Law Library of the William Mitchell College of Law. In 1983, The Oryx Press published her book, *Defusing Censorship: The Librarian's Guide to Handling Censorship Conflicts* (see p. 33). Patrick L. Jarvis is assistant director of the University Computer Center at the University of Minnesota.

December 1985 / 144 pages /
8½ × 11 / Clothbound /
0-89774-080-7 / \$62.50(t)



Directory of Nursing Homes Second Edition



Edited by Sam Mongeau

"This convenient and reliable directory will eliminate the need to consult a variety of sources when answering the large number of difficult questions related to nursing home facilities." —Library Journal

"Instead of just name, address, phone number, name of administrator, type of licensure, number of beds, level(s) of care, type of ownership, and certification, most of the 16,139 entries also describe admission requirements, religious or organizational affiliation, size of staff, types of specialists on staff, facilities, recreational activities, and special features. The convenient state-by-state format and the index by facility name have been carried over from the first edition. . . . attractive to public libraries. . . . helpful to concerned health care consumers who must place a relative in a nursing home and health care professionals seeking employment in these facilities." —Wilson Library Bulletin

About the Editor

Sam Mongeau is a member of the editorial staff of The Oryx Press and was formerly on the editorial staff of Jacques Cattell Press.

1984 / 1,312 pages / 8½ × 11 /
Quality Softcover Binding /
0-89774-145-5 / \$125.00

Directory of Public and Private Programs for Emotionally Disturbed Children and Youth

Edited by Ronald E. Fritsch

An essential reference tool, this directory will be useful in identifying programs and facilities for children with severe mental disorders. Programs and facilities are listed alphabetically by cities within each state and information for each covers student/patient capacity, tuition and sources of funding available, types of conditions treated, and educational options offered. This resource is designed as a basic guide for parents, social workers, psychologists, psychiatrists, juvenile officers, diagnosticians, teachers and others involved in the process of identifying such programs and facilities.

About the Editor

Ronald E. Fritsch is assistant professor in the Department of Special Education at Texas Woman's University. He has written numerous articles and contributed to several books on severe behavioral disorders among children.

October 1985 / 184 pages /
8½ × 11 / Clothbound /
0-89774-199-4 / \$84.50(t)

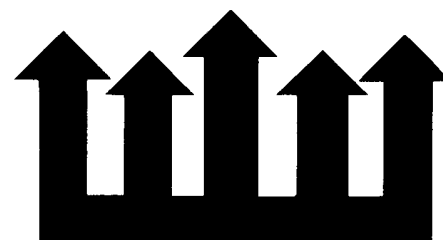
A Directory of Rare Book and Special Collections in the United Kingdom and the Republic of Ireland

Edited by Moelwyn I. Williams

Nearly five years in the making, this directory contains approximately 1,300 entries describing every significant collection of rare books held in the United Kingdom or the Republic of Ireland. It lists rare books—printed before 1851—and special collections in large national, university, and public libraries; in colleges, schools, cathedrals and churches; societies and institutes; National Trust properties; and private houses. The special collections listed are of rare material of later date, such as literary first editions, limited editions, and ephemera. Manuscript collections in libraries are included where they relate to or enhance the rare book collections. The directory provides names of libraries and institutions arranged alphabetically by region, plus address, phone number, open hours, admission, services, research facilities, size, contents, subject fields, and outstanding features. This unique guide will be invaluable to scholars and researchers in many fields.

March 1985 / 678 pages /
9¾ × 7 / Clothbound /
0-85365-646-0 / \$135.00
For sale by The Oryx Press in
North America only.

Directory of Research Grants 1986



Easier access to current data on research grants is ensured with the new edition of this established resource. A new format and an expanded, comprehensive subject authority list highlight this 11th annual cumulation of *The GRANTS Database* (for information on *The GRANTS Database*, see p. 29). Grant programs, formerly listed by general subject category, are now arranged alphabetically by title. Easy access to the programs is provided by three indexes: a subject index (the new subject authority list for *The GRANTS Database*), a sponsoring organization index, and a sponsoring organization by type index. As in previous editions, each entry includes essential information applicants need to apply for funding: a description of the program, program restrictions and requirements, amount of money available, application deadlines, qualifications, renewability, sources of additional information, and more.

1986 / 808 pages / 8½ × 11 /
Paperbound / 0-89774-207-9 /
\$74.50(t)

Directory of Residential Treatment Facilities for Emotionally Disturbed Children

Edited by
Barbara Smiley Sherman

"This is the first directory to fill the needs of those seeking to place a child in a residential treatment facility in the United States. It is arranged alphabetically by state, then by name of unit. Each entry consists of short paragraphs describing locale and history, programs, services, and staffing, number and type of children served, and cost and funding. . . . The work is well indexed by type of placement, ages and characteristics of children served, and type of funding. An explanation of the Education of All Handicapped Act, and procedures to comply with the law, are included. Collections serving professionals in the fields of special education and mental health will want this, as will larger parenting collections."

—Library Journal

About the Editor

Barbara Smiley Sherman is an education consultant for the Old Orchard Psychiatric Hospital School Program in Skokie, Illinois, where she has also served as director.

February 1985 / 248 pages /
8½ × 11 / Clothbound /
0-89774-118-8 / \$45.00

Directory of Unique Museums

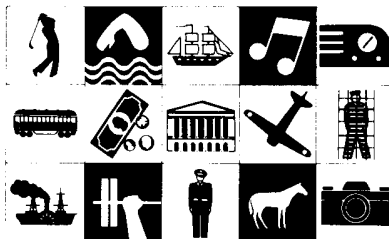
Edited by Bill Truesdell

From the International Motor Sports Hall of Fame in Talladega, Alabama, to the Totem Heritage Center in Ketchikan, Alaska, this unique directory offers a wealth of fascinating ideas for the curious tourist. Designed to direct travelers to unusual, largely undiscovered facilities rather than re-direct them to well-publicized standard collections, this guide covers more than 300 highly specialized and one-of-a-kind museums located throughout the U.S. and Canada. Arranged alphabetically within state or province, listings provide street address, zip code, telephone number, and hours of operation for each museum. A description highlights the special features of the facility. Access to this information is facilitated by both a museum name index and a subject index.

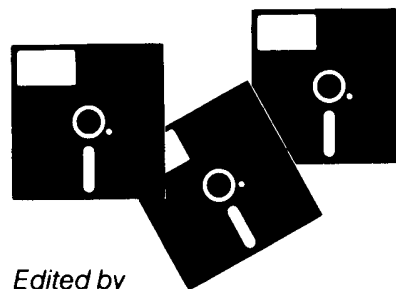
About the Editor

Bill Truesdell is senior copywriter for William R. Biggs/Gilmore Associates, Inc. in Kalamazoo, Michigan. He has written a travel guide and numerous articles concerning travel.

July 1985 / 184 pages / 6 × 9 /
Paperbound / 0-89774-197-8 /
\$32.50(t)



Educational Microcomputing Annual: Volume 1, 1985



Edited by
John H. Tashner

So much has been written about using computers to educate children that instructors and parents are faced with a mass of varied, important, and often controversial material to assimilate. This book provides a selective summary of this material. Beginning an annual series of readings in educational computing, it is a collection of the best essays and articles dealing with the issues and trends of the year regarding microcomputers in elementary and secondary schools. Tashner offers an introduction, index, and list of journals to complement the material on learning and computing. Drawn from educational journals and other printed sources, this work will aid teachers, school administrators, students, parents, researchers, and anyone involved in computer assisted instruction.

"Although scholarly in approach, the articles are written in nontechnical language. A useful reference tool."

—Library Journal

About the Editor

John H. Tashner is professor of Secondary Education and director of the Computer Lab in the College of Education, Appalachian State University, Boone, North Carolina.

January 1985 / 200 pages /
8½ × 11 / Paperbound /
0-89774-169-2 / \$28.50

Future War Novels: An Annotated Bibliography of Works in English Published Since 1946

John Newman and
Michael Unsworth

Based on the comprehensive collection at Colorado State University, FUTURE WAR NOVELS is an annotated bibliography of novels written after 1945 and before 1984 dealing with future imaginary war. Each of the 191 entries includes brief remarks describing the plot, setting, characterization, military details emphasized in the book, and an evaluation of notable literary qualities.

"The uses of this bibliography by literary scholars and students are self-evident. It can also be used to advantage by political scientists, sociologists, and students of popular culture."

—Wilson Library Bulletin

"Readers will find this bibliography useful. . . . arranged in a chronological order to place each book in the social, political and military context of its own time. . . . Title and author indexes enable you to find individual works even if you don't know the date of publication. . . . you should urge your local library to acquire this useful research tool."

—Survive

About the Authors

John Newman is the special collections librarian at Colorado State University and curator of the Imaginary War Fiction Collection there. Michael Unsworth is history bibliographer at the Michigan State University Libraries.

1984 / 112 pages / 6 x 9 / Cloth-bound / 0-89774-103-X / \$25.00

Guide to Theses and Dissertations: An International Annotated Bibliography of Bibliographies



Michael M. Reynolds

This book is a bibliography of bibliographies that provides access to the hundreds of specialized, usually subject-oriented bibliographies of dissertations, theses, and research completed and in progress for graduate degrees. Sources such as *Dissertation Abstracts International* appear as entries in the GUIDE TO THESES AND DISSERTATIONS with annotations indicating their scope, coverage, and arrangement. The GUIDE is arranged by general subjects covered in the works cited and includes indexes by institutions, names and titles, and subject of research. This allows readers access to specialized bibliographies as well as to better-known sources.

About the Author

Michael M. Reynolds is currently professor in the College of Library and Information Services at the University of Maryland.

October 1985 / 328 pages /
8½ x 11 / Clothbound /
0-89774-149-8 / \$125.00(t)

Guide to U.S. Government Directories, Volume 2: 1980-1984

Edited by Donna Rae Larson

Taking off where the well-received *Guide to U.S. Government Directories, 1970-1980* ended, this annotated bibliography provides information on directories published by the U.S. government, including directories published as parts of other U.S. government publications. Each item indexed includes information on what the directory covers, its arrangement, the SuDocs number, types of indexes included, and instructions on how to order the work. The first volume is still available from The Oryx Press (see p. 34). From a review of the first volume:

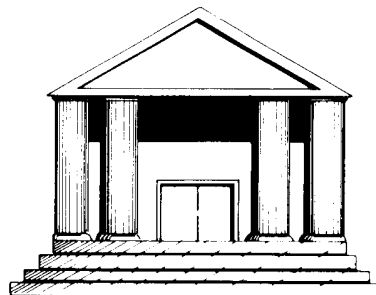
"[Recommended] for every major reference collection and library school library."

—Government Publications
Review

About the Editor

Donna Rae Larson is head of government documents at the Arizona State University College of Law Library. From 1980 to 1983, she served on the Depository Library Council.

February 1985 / 232 pages /
8½ x 11 / Clothbound /
0-89774-162-5 / \$55.00



Handbook of Environmental Hazards to Young Children

Dorothy Noyes Kane

Environmental hazards ranging from accidents and poisonings to noise and radiation cause more death and disability in young children than diseases do. This handbook provides a comprehensive overview of current data on nine threats to young children's health and safety viewed as the most significant by researchers and clinical specialists. Each chapter treats an individual hazard and covers five basic aspects of each. The book includes a comprehensive list of over 3,000 references gathered from literature covering biomedical, environmental, and related data on each of the subject areas. Also included are two chapters coauthored by Dorothy Noyes Kane and internationally known hazard analyst Robert W. Kates and a foreword by the prominent pediatrician Jane S. Lin-Fu.

About the Author

Dorothy Noyes Kane is a senior member of the Center for Technology, Environment, and Development at Clark University, Worcester, Massachusetts.

August 1985 / 200 pages /
8½ x 11 / Paperbound /
Illustrated /
0-89774-
221-4 /
\$55.00(t)



Herbs, Spices, and Medicinal Plants: Recent Advances in Botany, Horticulture, and Pharmacology, Volume 1

*Edited by
Lyle E. Craker and
James E. Simon*

Written for horticulturists, chemists, food scientists, pharmacologists, business people, students, and librarians, this first volume of a new annual series provides a summary and review of the latest scientific literature on various aspects of the botany, horticulture, and pharmacology of herbs, spices, and medicinal plants. This volume includes eight chapters written by prominent experts covering such topics as the biochemical pharmacology of alkaloids, production ecology of secondary plant products, and more.

About the Editors

Lyle E. Craker is a professor in the Department of Plant and Soil Sciences at the University of Massachusetts. James E. Simon is assistant professor of horticulture at Purdue University. Both have recently coauthored a bibliography on the scientific literature of herbs.

September 1985 / 336 pages /
6 x 9 / Clothbound / Illustrated /
0-89774-143-9 / \$85.00(t)

Improving Communication in the Library

*Barbara Conroy and
Barbara Schindler Jones*

Communication can be the key to personal and professional success. It is even more important in libraries, where information and meaning must be transferred effectively to enable the library to fulfill its mission. This book describes all aspects of the process of communication in the library setting, using illustrative examples. It provides practical guidelines and techniques of managing communication in the library rather than just letting it happen. Part one covers information flow, networks and systems, problems in internal communication, and special concerns of library managers. Part two covers problems in interpersonal communication and offers recommendations on improving skills. Part three focuses on communication in libraries that are experiencing change.

About the Authors

Barbara Conroy is a staff development and continuing education consultant and has published numerous articles and books in adult education and librarianship. In 1983, The Oryx Press published her book, *Learning Packaged to Go: A Directory and Guide to Staff Development and Training Packages* (see p. 35). Barbara Schindler Jones is a consultant and trainer in all aspects of communication. Currently a partner with Communication Resources, she has served as associate professor of communication and has written several books in the same field.

1986 / 128 pages / 6 x 9 / Clothbound / 0-89774-172-2 / \$28.50(t)

Librarian in Search of a Publisher: How to Get Published

Jennifer Cargill and Brian Alley

Are you a librarian in search of a publisher? This practical guide, written by experienced librarians who are also successful authors and editors, addresses the specific problems and issues faced by librarians as authors. It examines library and information science publishing and provides down-to-earth advice on getting motivated, organization, the mechanics of writing, time management, specific kinds of writing assignments, dealing with editors and publishers, proposal design, contracts, copyrights, royalties, collaboration, and the production of a manuscript. Other topics discussed are self-publishing, marketing, indexing, graphics, and special effects. An annotated bibliography and index complete the book.

About the Authors

Jennifer Cargill is associate director of libraries for technical processing at Texas Tech University Libraries, Lubbock, Texas. Brian Alley is university librarian and dean of instructional services at Brookens Library, Sangamon State University, Springfield, Illinois. The two have co-authored two professional library science books and are co-editors of *Technicalities*®, a monthly library periodical published by The Oryx Press (see p. 30).

1986 / 192 pages / 6 x 9 /
Paperbound / 0-89774-150-1 /
\$18.50(t)

Library Service to the Deaf and Hearing Impaired



Phyllis I. Dalton

Chosen by the President's Committee on Employment for the Handicapped as one of the best books for and about disabled people published in 1984-85, Phyllis I. Dalton's book discusses ways in which library services can be tailored to meet the needs of individuals. It reviews the community participation, personnel, and other services needed to support a special program and looks at the challenges and promises of the future. References to further sources are included, along with an index. The book also provides an overview of the movement to aid the deaf and hearing impaired.

About the Author

Recently appointed to the President's Committee on Employment for the Handicapped, Phyllis I. Dalton is well known in the field of librarianship for the disabled and has won the Exceptional Service Award from the American Library Association for her work.

February 1985 / 392 pages /
6 x 9 / Clothbound / Illustrated /
0-89774-135-8 / \$39.50

The Literary Adviser: Selected Reference Sources in Literature, Folklore, Speech, Language, Theater, and Film

Thomas P. Slavens

This new guide to reference works in literature and related fields will provide one-stop access to a wealth of information for researchers, librarians, students, and general readers. Descriptions are provided for each reference work and are arranged by form and genre. Also included is an index for locating data by title, author, and subject.

About the Author

Thomas P. Slavens is a professor in the School of Library Science at the University of Michigan and chair of the Dartmouth Medal Committee of the American Library Association. He has written numerous research guides and other publications in library science and the humanities.

November 1985 / 176 pages /
6 x 9 / Paperbound /
0-89774-236-2 / \$24.00(t)



Managing the Library Automation Project



John Corbin

This book presents a practical guide to the intricate task of developing an automated library system. Written by an expert who has managed several automation projects and served as consultant for other libraries automating their systems, it outlines the planning, organization, management, and step-by-step implementation of such a project. John Corbin gives detailed information and emphasizes the options available at each step of the process. Valuable appendices include a list of equipment and supplies needed, steps involved in the process, job descriptions for necessary personnel, and—most important—a sample "request for proposal."

About the Author

John Corbin is assistant director for administration and systems at the University Libraries, University of Houston. He has written numerous works on library automation including the well-received *Developing Computer-Based Library Systems*, published by The Oryx Press in 1982.

September 1985 / 176 pages / 6 × 9 / Clothbound / Illustrated / 0-89774-151-X / \$32.50(t)

Marketing Books and Journals to Western Europe

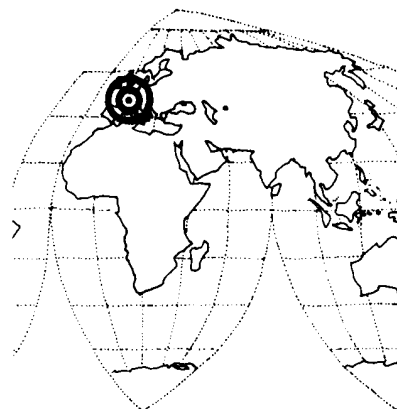
Pamela Spence Richards

With the widening use of the English language and the pre-eminence of U.S. research in many fields, U.S. publications are in great demand overseas. Until now, however, no detailed source was available to assist U.S. publishers in cracking the complex but potentially rewarding western European market. This book fills that gap. In it, Pamela Spence Richards shares her extensive knowledge of the European book trade and describes various approaches to participating in this trade. Approaches range from co-publishing and translations to establishing subsidiaries, making distribution arrangements through agencies and booksellers, or "doing it all yourself from home." A special chapter focuses on the approaches best suited for marketing scholarly journals.

About the Author

Pamela Spence Richards is associate professor of library and information studies at Rutgers University and is a dual citizen of the Netherlands and the U.S.

October 1985 / 128 pages / 6 × 9 / Paperbound / Illustrated / 0-89774-177-3 / \$22.50(t)



Media and Microcomputers in the Library: A Selected, Annotated Resource Guide

Edited by Evelyn H. Daniel and Carol I. Notowitz

"... an excellent resource guide, not only to audio, film, slide, photographic, video media, and toys, but also to computers and microcomputers. ... Divided into four sections, the volume presents information (1) about all types of media ... (2) about specific types of media, (3) about functional activities for media ... and (4) about copyright and telecommunications and technological forecasts. The appendix is a directory of producers, distributors, and publishers. ... The annotations display a genuine penetration of each of the 579 items listed. ... they provide appropriate insights as to whether or not the reference is likely to contain the information for which a reader is searching."

—ARBA 85

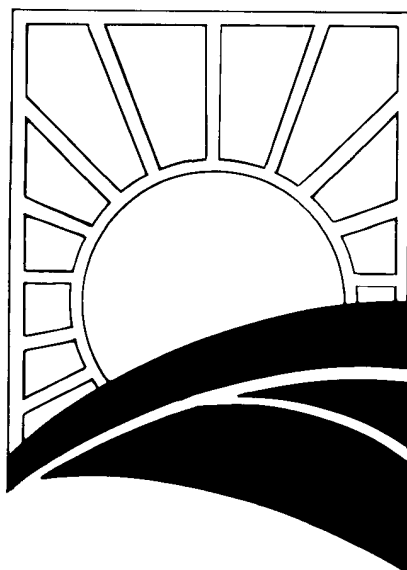
"Librarians and students who wish a basic introduction to recent literature on nonbook materials will find this new publication a useful tool." —The Journal of Academic Librarianship

About the Editors

Colleagues at the School of Information Studies at Syracuse University, Evelyn H. Daniel is dean of the School of Library Science, University of North Carolina. Carol I. Notowitz is school media program associate at the School of Information Studies at Syracuse University, New York.

1984 / 168 pages / 6 × 9 / Clothbound / 0-89774-117-X / \$24.95

National Directory of Retirement Facilities



Today, more than ever, people are seeking information to help them make wise and educated decisions when selecting an appropriate retirement residence. Now they can turn to this national directory of factual information on retirement facilities, the most comprehensive to date. Entries include address, phone number, contact person, size of facility, and type of facility. Designed for individuals seeking suitable places to retire, the directory will also be useful as a reference for librarians, information specialists, health care professionals, social workers, hospitals, and senior citizen groups.

December 1985 / 400 pages /
8½ × 11 / Paperbound /
0-89774-161-7 / \$95.00(t)

Parents as Sexuality Educators: An Annotated Print and Audiovisual Bibliography for Professionals and Parents (1976-1984)

Edited by Susan Untener Snyder
and Sol Gordon

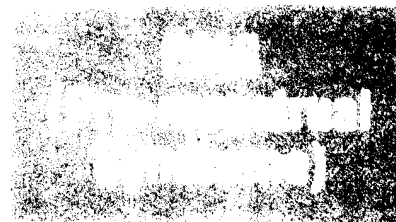
"Every mother and father hears the question sooner or later: 'Where do babies come from?' Unless they intend to stonewall their children until those children make them grandparents, parents need answers appropriate for the context created by the child's age and their own beliefs about sex. This bibliography describes print and audiovisual resources parents and professionals can use to answer perennial questions. . . . Parents, if they turn to the library, will benefit from the bibliography's guidance, but it will be most useful to professionals working with children and teenagers."

—Wilson Library Bulletin

About the Editors

Susan Untener Snyder is marriage and family therapist at the Onondaga Pastoral Counseling Center in Syracuse, New York. Sol Gordon is professor of Child and Family Studies at Syracuse University and director of the Institute for Family Research and Education.

1984 / 224 pages / 8½ × 11 /
Clothbound / 0-89774-087-4 /
\$55.00



Compiled by Lorna Peterson

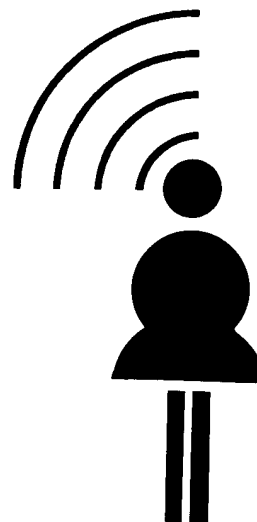
Oryx Science Bibliographies
David A. Tyckoson, Series Editor

The medical profession in general has treated pre-menstrual syndrome, or PMS, as a serious ailment only in the past few years. Research in the area has proliferated, and information on the topic is widely scattered in a variety of sources. This bibliography cites the most important articles, books, and other literature relating to PMS. Key articles are highlighted and the book contains a research review of the subject covered. It will aid those seeking the most current and readily available materials on the topic. Other Oryx Science Bibliographies are also available (see pp. 3, 20, and 22).

About the Compiler

Lorna Peterson is a librarian at the Iowa State University Library.

October 1985 / 40 pages /
8½ × 11 / Paperbound /
0-89774-205-2 / \$12.50(t)



Population Information in Twentieth Century Census Volumes: 1900-1940

Suzanne Schulze

Census information gathered before 1940 is difficult to use because guides were not published with census volumes. Suzanne Schulze has analyzed the thousands of pages of decennial census reports from 1900 through 1940 and compiled this guide to the valuable data contained within them. Designed for researchers, students, librarians, and general library patrons, this book provides, for each decennial census, a list of volumes containing population data and an abstract on the history, publication, scope, and format of data for that census. This volume completes the work begun in Schulze's earlier book, *Population Information in Nineteenth Century Census Volumes*, also available from The Oryx Press (see p. 37). Together the two books provide comprehensive access to 150 years of population data, 1790-1940.

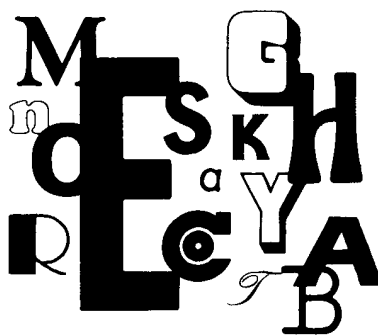
About the Author

Suzanne Schulze is associate professor of Library Science and archives librarian at Michener Library, University of Northern Colorado. She is also chair of the Census Review Guides Subcommittee, Government Documents Round Table, American Library Association.

August 1985 / 304 pages /
8½ × 11 / Clothbound / Illustrated / 0-89774-164-1 / \$74.50(t)



Printed Reference Material Second Edition



Edited by Gavin L. Higgens

This authoritative source is an up-to-date guide to every aspect of reference librarianship. The core of the book is a series of chapters, each by an expert in the field, dealing with the various categories of reference materials. For this Second Edition each chapter has been revised and updated and, in some cases, completely rewritten. The overall coverage of reference librarianship has been extended to include three additional chapters that deal with printed visual sources, videotex information systems, and indexes. A separate chapter deals with online access to comprehensive databases.

January 1985 / 762 pages /
5½ × 8¾ / Clothbound /
0-85365-995-8 / \$55.00 / Paper-
bound / 0-85365-776-9 / \$29.95
For sale by The Oryx Press in
North America only.

Professional Ethics and Librarians

Jonathan A. Lindsey and
Ann E. Prentice

"PROFESSIONAL ETHICS AND LIBRARIANS is a much needed start towards the consideration of what is becoming a critical question for our profession. . . . If it is to serve us well, we must use it extensively as the basis for discussion and for the development of firm statements of opinion that can guide us through difficult ethical issues." —Wilson Library Bulletin

"A powerful combination of theoretical and pragmatic concerns. . . . The commentaries add immeasurably to our understanding of the process by which the codes were formulated and the issues of import to the profession during that period. . . . History is balanced by case studies and questions on a broad range of problematic situations; there is an extensive bibliography. This treatise will make a valuable addition not only to the collections of all libraries, but also to the personal collections of professionals, educators and students of library and information science."

—American Libraries

About the Authors

Jonathan A. Lindsey is coordinator of library affairs at Baylor University and is involved with the Professional Ethics Committee of the American Library Association. Currently chair of the Professional Ethics Committee, Ann E. Prentice is director of the Graduate School of Library and Information Science at the University of Tennessee.

March 1985 / 112 pages / 6 × 9 /
Clothbound / 0-89774-133-1 /
\$32.50

Order Toll-Free 1-800-457-ORYX

NEW AND FORTHCOMING TITLES 19

Redesign of Catalogs and Indexes for Improved Online Subject Access: Selected Papers of Pauline A. Cochrane

Pauline A. Cochrane

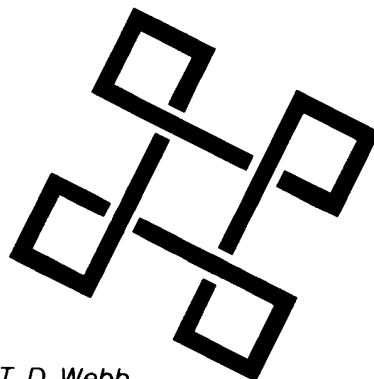
The need for better online catalogs is a critical concern among librarians. Pauline A. Cochrane is one of the leading researchers in the redesign of catalogs and indexes for improved online subject access in libraries and information service. This new book brings together in a single source 30 selections from her ground-breaking research. The articles are organized around five questions frequently asked in library circles: Where are we going in the redesign of catalogs and indexes? What do we know about users and catalogs? What can we do to improve subject access? Will classification have a use online? What can be learned from subject access research?

About the Author

Pauline A. Cochrane is a professor at the School of Information Studies at Syracuse University and staff analyst for the Library of Congress's Automated Systems Office.

August 1985 / 384 pages /
6 x 9 / Clothbound /
0-89774-158-7 / \$45.00(t)

Reorganization in the Public Library



T. D. Webb

Too often, plans to solve a library system's financial problems entail merely reducing staff and realigning duties among overworked survivors. In this fresh approach to such situations, T. D. Webb suggests that reorganization can be a strategy to upgrade the library and not simply a maneuver to stay afloat. He discusses five key elements involved in library reorganization and illustrates each in detail with a case study reflecting the experiences of the Free Library of Philadelphia, the Baltimore County Public Library, the Phoenix Public Library, the Montgomery County Department of Public Libraries and the Tucson Public Library.

About the Author

T. D. Webb is assistant professor of library science and coordinator of library automation, Joseph F. Smith Library, Brigham Young University—Hawaii Campus. He was formerly a reference librarian at the Phoenix Public Library.

January 1985 / 144 pages /
6 x 9 / Clothbound / Illus-
trated / 0-89774-074-2 / \$35.00

Research in Higher Education

Richard H. Quay

This bibliography of bibliographies provides the only access to the complete range of literature on higher education. Arranged into 15 subject areas, the book cites nearly 1,000 works on higher education topics. It includes two appendices of further sources of information plus author and subject indexes. Designed to aid students and researchers, foundations, state level higher education agencies, academic libraries, college and university administrators, and those who develop policy for higher education, the book contains information available in no other single source. A selective work, *Higher Education Literature: An Annotated Bibliography*, is also available from The Oryx Press (see p. 34).

About the Author

Richard H. Quay is social science librarian at the University Libraries of Miami University, Oxford, Ohio. His book, *The Financing of American Higher Education: A Bibliographic Handbook*, was published by The Oryx Press in 1984 (see p. 34).

1986 / 96 pages / 6 x 9 / Cloth-
bound / 0-89774-194-3 /
\$28.50(t)

River Bend Revisited: The Problem Patron in the Library

Bruce A. Shuman

"In 40 new cases relating to the problem patron in the library, Bruce Shuman revisits River Bend Public Library somewhere in the midwest to give readers and problem-solvers the opportunity to deal with emergencies and hazards in the first 20 cases, nuisances in the second group of cases. Shuman gives good aids to those who will conduct discussions or make assignments based on these [fictional] cases. . . . His questions offer good ways to open up discussion and in several instances, lead to the administrative decisions that must be made in order for the library staff to cope consistently and well with their problems."

—The Journal of Academic Librarianship

See also *The River Bend Casebook: Problems in Public Library Service*, p. 38.

About the Author

An experienced librarian, Bruce A. Shuman is online search coordinator at Alpha Systems Resource in Shelbyville, Indiana.

1984 / 224 pages /
6 x 9 /
Paperbound /
Illustrated /
0-89774-125-0 /
\$24.95



The Sound of Wonder: Interviews from "The Science Fiction Radio Show," Volume 1 and Volume 2

David Carson, Daryl Lane, and
William Vernon

Science fiction provides a view of the future and a "sense of wonder" found in no other genre of literature. These books, collections of interviews with some of the most innovative and influential authors of science fiction and fantasy, give a valuable background to this type of fiction and its creators. Originally broadcast on a nationally syndicated radio show, the interviews provide extensive discussions with writers, editors, directors, critics, and others connected with the world of science fiction. The authors interviewed reveal their commitment to the field, their characteristic themes, the sources of their ideas, and their methods of writing. Readers of science fiction as well as newcomers to the field will enjoy these interviews as they deepen knowledge of and enhance appreciation for the fascinating world of science fiction.

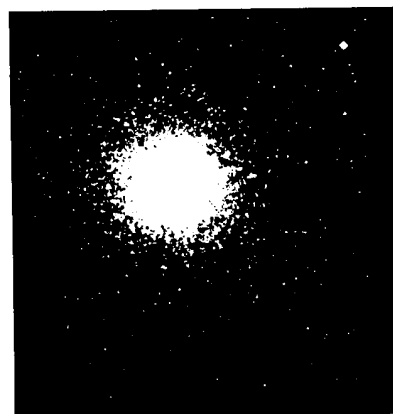
About the Authors

David Carson is director of Instructional Services at Odessa College, Odessa, Texas. Daryl Lane is professor of English and chairman of the Department of Literature and Languages at Odessa College. William Vernon is staff analytical chemist at El Paso Products Company, and adjunct assistant professor of Chemistry at UT Permian Basin in Texas.

Volume 1 / September 1985 /
184 pages / 6 x 9 / Paperbound /
Illustrated / 0-89774-175-7 /
\$18.50(t)

Volume 2 / September 1985 /
184 pages / 6 x 9 / Paperbound /
Illustrated / 0-89774-233-8 /
\$18.50(t)

Space Weapons



Compiled by Caroline D. Harnly

Oryx Science Bibliographies
David A. Tyckoson, Series Editor

The prolific progress in space technology in the last 25 years has made the possibility of military weapons in space a reality. This volume in the Oryx Science Bibliographies series lists and summarizes important publications on space weapons. It covers different types of space weaponry, survivability and technical feasibility of space weapons, the arms race, and political aspects of this technology. Like the other volumes in the series, this bibliography includes only the most valuable, current, and readily available materials. Key articles are highlighted and the bibliography contains a research review of the state of the art of the subject being covered. Other Oryx Science Bibliographies are also available (see pp. 3, 17, and 22).

About the Compiler

Caroline D. Harnly is librarian in the Reader Services Division, J. Paul Leonard Library, San Francisco State University. She was formerly science librarian at Miami University, Oxford, Ohio.

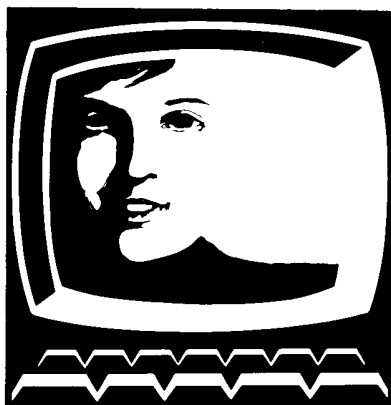
July 1985 / 72 pages / 8½ x 11 /
Paperbound / 0-89774-204-4 /
\$12.50(t)

The SpecialWare Directory: A Guide to Software Sources for Special Education 1985

The latest edition of this comprehensive guide to software sources lists companies that produce microcomputer programs and software or courseware products suitable for special education. The new edition expands and updates the previous coverage, providing an improved index and information on how to obtain the products. Arranged by company, each listing gives the following information about each company: address; phone number; contact person; how to order the product; and a description of the software products, including curriculum areas, grade levels, hardware compatibility, instructional design or approach, and specific condition for which the product is appropriate. The information was compiled by LINC Associates, Inc., from a survey of publishers, producers, and distributors of software and courseware. The new edition supersedes the earlier work. Until this edition is available, however, the previous edition is the most current source (see p. 39).

A LINC Associates, Inc. publication.

October 1985 / 160 pages /
8½ × 11 / Paperbound /
0-89774-192-7 / \$19.50(t)



Strategic Planning for Library Managers



Donald E. Riggs

In today's rapidly changing society, strategic thinking is essential for library managers to ensure the growth and viability of their libraries. Donald E. Riggs recommends the adoption of strategic planning—a method that has guided corporate planning for the past 15 years. For instance, library managers would first determine where they want their libraries to be five years from now, then work back in time to determine how to get there. This book discusses organizing and implementation, the importance of strategy formulation, the roles of policy and resource allocation, the use of management information systems, and planning evaluation and control.

"... Riggs has provided a good guide through ... unfamiliar territory..."

—The One-Person Library

About the Author

Donald E. Riggs is university librarian at Arizona State University and president of the Arizona State Library Association. He gained management and planning experience as a management consultant for special libraries, as an advisor to state library agencies, and as a public library trustee.

1984 / 152 pages / 6 × 9 / Cloth-bound / 0-89774-049-1 / \$29.95

Teaching Library Skills for Academic Credit

Mignon S. Adams and
Jacquelyn M. Morris

Giving academic credit for library skills courses is one way to motivate students in higher education to attain these skills. This book, designed to give practical advice to those teaching library credit courses, provides comprehensive information about such courses in colleges and universities. Part One describes the philosophy, planning, development, and evaluation of library skills courses. Part Two provides 18 case studies, written by the librarians or instructors involved, on actual courses around the country and how they were developed. In short, the authors provide any information a librarian or instructor would need to conduct such a course. An appendix of helpful hints, a bibliography, a list of additional resources, and an index complete the book.

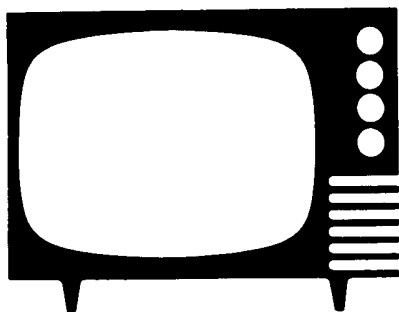
About the Authors

Mignon S. Adams is coordinator of Information Services at Penfield Library, State University of New York. Jacquelyn M. Morris is associate dean of Libraries at the University of the Pacific, Stockton, California.

June 1985 / 224 pages / 6 × 9 /
Clothbound / 0-89774-138-2 /
\$29.50



Television: A Guide to the Literature



Mary Cassata and Thomas Skill

This valuable reference work reviews, discusses, and provides bibliographic access to the vast literature of television, covering more than 460 important works. Part I: Test Patterns covers the fundamental processes of communication that relate to television, television/communication history, and reference sources. Part II: The Environment discusses research in the field, covering such areas as television and children, television news, and television and politics. Part III: Directions provides an overview of the literature of the television industry and television criticism, plus collected works on television. Each section offers a socio-historical introduction followed by review essays and bibliographies of the works covered.

About the Authors

Mary Cassata is associate professor in the Department of Communication at the State University of New York at Buffalo, New York. Thomas Skill is assistant professor in the Department of Communication Arts at the University of Dayton, in Dayton, Ohio.

July 1985 / 144 pages / 6 x 9 /
Clothbound / 0-89774-140-4 /
\$32.50(t)

Test Tube Babies

Compiled by David A. Tyckoson

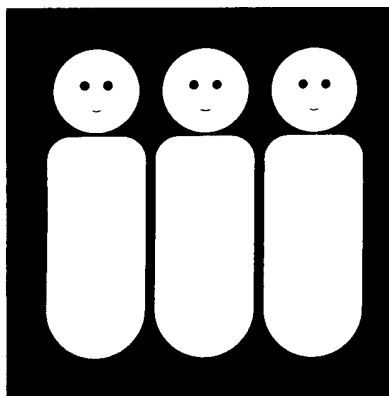
Oryx Science Bibliographies
David A. Tyckoson, Series Editor

In-vitro fertilization has been a very recent medical accomplishment, and one of deep concern to many people. This bibliography summarizes the most valuable, current, and readily available articles, books, and other information on this subject. Research conducted in the last five years is discussed and presented to the general reader, student, researcher, or librarian. Other Oryx Science Bibliographies are also available (see pp. 3, 17, and 20).

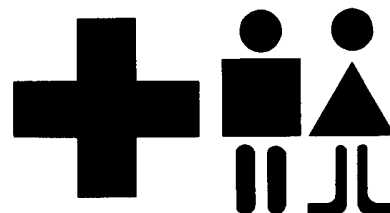
About the Compiler

David A. Tyckoson is reference librarian at the Iowa State University Library. He was formerly science librarian and affiliate instructor at the Department of Educational Media, Miami University, Oxford, Ohio.

1986 / 40 pages / 8½ x 11 /
Paperbound / 0-89774-206-0 /
\$12.50(t)



Understanding the Child with a Chronic Illness in the Classroom



Edited by Janet Fithian

Containing articles on a variety of childhood disorders, this book is designed to provide those with little or no medical background with concise information on the problems faced by children who have debilitating conditions. Each chapter, written by a physician, nurse-specialist, or social worker, provides information such as how the child can be expected to function in the classroom and what problems may arise. Fithian's collection serves as a valuable reference for school nurses, classroom teachers, guidance counselors, and others involved in the education of chronically ill children.

"... practical information on 13 of
the most common chronic health
disorders in children."

—Education USA

About the Editor

Janet Fithian is writer-editor for the Division of Hematology and education coordinator for the Sickie Cell Program at the Children's Hospital of Philadelphia.

1984 / 264 pages / 6 x 9 / Cloth-
bound / 0-89774-083-1 / \$37.50

Using Government Publications, Volume 1: Searching by Subjects and Agencies Volume 2: Finding Statistics and Using Special Techniques

Jean L. Sears and
Marilyn K. Moody

Using government documents collections can be frustrating for reference librarians who are not specialists in this area. Jean L. Sears and Marilyn K. Moody have written this two-volume work to demystify the reference process. Volume 1 covers searches by subject and by agency. Volume 2 covers statistical searches and the use of special techniques. Reproduced pages from government documents are used to illustrate the step-by-step process and make the search easier. Rather than merely provide a bibliography of sources, Sears and Moody analyze the research process itself in order to encourage the reader to understand and use government publications confidently and easily.

About the Authors

Jean L. Sears is head documents librarian at Miami University, Oxford, Ohio, and vice chair of the Ohio Government Documents Roundtable. Marilyn K. Moody is information services librarian at Parks Library in Ames, Iowa.

Volume 1 / August 1985 / 256 pages / 8½ × 11 / Clothbound / Illustrated / 0-89774-094-7 / \$67.50(t)

Volume 2 / November 1985 / 256 pages / 8½ × 11 / Clothbound / Illustrated / 0-89774-124-2 / \$67.50(t)

Video Classics

Deirdre Boyle

This selected, annotated guide helps video buffs and others locate the most outstanding video art and documentary works produced in the U.S. in the last 15 years. Deirdre Boyle provides a brief history of independent video production followed by listings for 80 documentary and video art tapes recommended as a core collection for public and academic libraries. Media educators, broadcasters, and video buffs will find this book of interest, and program directors in arts centers or museums will be able to use this book to develop or expand their programs. Each entry includes title, producer/director, copyright and release date, length, format, and distributor, plus a detailed critical review, background on the artists, and a list of awards. To enhance its usefulness, the book has three indexes: by producer, subject, and distributor, and it also contains a directory of distributors. Illustrated with over 70 photographs, VIDEO CLASSICS offers a unique representation of styles, genres, and concerns of video producers from all over the U.S.

About the Author

Deirdre Boyle is a renowned media consultant and critic and has served as an editor for such periodicals as *Library Journal* and *Wilson Library Bulletin*. Currently a member of the Media Studies Faculties at The New School for Social Research and Fordham University College at Lincoln Center, she is also contributing editor of *Sightlines* magazine.

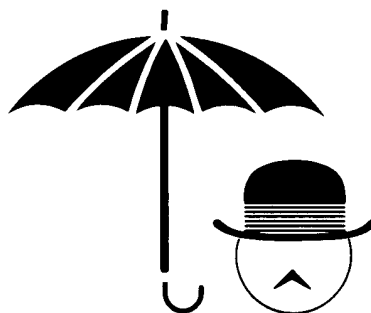
December 1985 / 128 pages / 6 × 9 / Paperbound / Illustrated / 0-89774-102-1 / \$32.50(t)

Walford's Guide to Current British Periodicals in the Humanities

John Walford with J. M. Harvey

Building on the success of his *Guide to Reference Material*, John Walford has now turned his attention to current British periodicals. This guide covers over 3,000 British journals and contains entries that include title, former title(s), frequency, price, and details of publication along with the pithy annotations for which Walford's *Guides* (see pp. 24 and 40) have become famous.

December 1985 / 400 pages / 7½ × 11 / Clothbound / 0-85365-676-2 / \$50.00
For sale by The Oryx Press in North America only.



Walford's Guide to Reference Material Fourth Edition Volume 3 Generalities, Languages, the Arts and Literature

Edited by A. J. Walford

This third volume completes the Fourth Edition of Walford's renowned guide to reference books and bibliographies. Covering key areas of the humanities, this volume, like the others, is ideal as a selection tool for reference collections, as a ready reference tool for librarians and their patrons, and as a resource for researchers in the initial stages of investigation. Authoritative selections, careful annotations, comprehensive scope, and international coverage combine to make WALFORD'S a necessary part of every library's reference collection. Its usefulness is further enhanced by the inclusion of "hidden" bibliographies appearing in periodicals or parts of books as well as announcements of forthcoming works. For information about other available volumes in the Fourth Edition, see p. 40.

1986 / 768 pages /
7½ x 11 / Clothbound /
0-85365-836-6 / \$80.00(t)
For sale by The Oryx Press in
North America only.



Women in Particular: An Index to American Women

Kali Herman

"[An] ambitious source, with a broad sweep of subjects and time periods. Compiler Kali Herman's perspective is historical, although living women are included. Each entry provides all known names, birth and death dates, a few words describing the subject's career or field of achievement, and abbreviated references to information in standard biographical dictionaries. Some entries also note religious affiliation, place(s) of residence or work, disability (if any), and ethnicity. Sections I through IV index subjects by field and career, religion, ethnic or racial background, and geographical location. Each of these sections is appropriately sub-divided; within categories, women are listed chronologically by birth date. A fifth section lists women alphabetically. Full information is given at every point of entry. . . . WOMEN IN PARTICULAR will be a useful acquisition."

—Feminist Collections

" . . . this is a useful tool . . . recommended for most libraries."

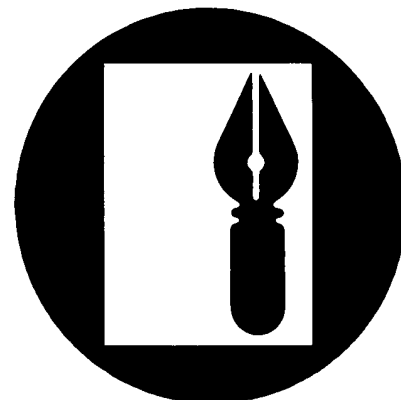
—Library Journal

About the Author

Kali Herman is enrolled in a Ph.D. program in American Studies at Yale University.

January 1985 / 760 pages /
8½ x 11 / Clothbound /
0-89774-088-2 / \$95.00

Women's Poetry Index



Edited by Patricia A. Guy

This first index to anthologies of women's poetry covers collections of women's poetry published between 1945 and 1982 which are not indexed in *Granger's Index to Poetry*. Since women's anthologies constitute only 5 percent of the collections covered by *Granger's*, access to the work of many significant women poets has been limited until now. Poets covered in WOMEN'S POETRY INDEX include such well-known women as Adrienne Rich, Nikki Giovanni, and Muriel Rukeyser, but the book also provides access to the work of lesser known but equally important poets. A full range of modern and historical; English-language, bilingual, and ethnic anthologies; and poetry in translation is covered. Indexes by poet, poem title, and first line of the poem complete the work.

About the Editor

Patricia A. Guy is a reference librarian at the Bay Area Library and Information System Reference Center in Oakland, California.

June 1985 / 192 pages /
8½ x 11 / Clothbound /
0-89774-173-0 / \$65.00(t)

Periodicals, Microfiche, and Database Publications

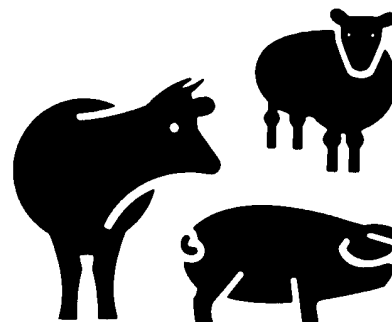
Bibliography of Agriculture

1985 marks the beginning of the new BIBLIOGRAPHY OF AGRICULTURE (BOA), a good publication made even better. To determine how this essential resource could be further improved, The Oryx Press surveyed its readership. With new improvements, the BIBLIOGRAPHY is easier than ever to use. More than a monthly index, the BIBLIOGRAPHY is an array of publications designed to provide you with information about the world's proliferating literature on agriculture and allied sciences. No other single source offers the comprehensive coverage found in the BIBLIOGRAPHY OF AGRICULTURE.

"This is a necessary tool for any collection with a need to provide bibliographic control for the journal and report literature of agriculture."
—ARBA 85

Bibliography of Agriculture Monthly

The system rests on this monthly index to the journal literature in agriculture and allied sciences produced from data provided by the National Agricultural Library, U.S. Department of Agriculture. Each 600-page monthly issue contains about 8,000 main entry citations and about 30,000 subject index references to journal articles, pamphlets, government documents, special reports, and proceedings. Access to the new BOA monthly has been greatly improved by the adoption of a controlled indexing vocabulary. Specialists personally assign up to eight subject descriptors to each entry in the Main Entry section, using the CAB Thesaurus of the Commonwealth Agricultural Bureau. These descriptors produce a complete Subject Index



which is complemented by Personal and Corporate Author Indexes.

ISSN 006-1530 / 8½ x 11 / Paperbound / Volume 49, 1985 / Monthly Subscription: \$495.00 plus postage and handling

Back issues of previous volumes available. Please call for further information.

Bibliography of Agriculture Annual Cumulative Indexes

This subject/author cumulation offers indexes to the literature cited in the monthly issues of BOA. It includes the past 12 monthly Subject Indexes as well as the Personal Author and Corporate Author Indexes combined in a two-volume, clothbound set of about 5,000 pages. The ANNUAL CUMULATIVE INDEXES *must* be used in conjunction with the Main Entry sections of the monthly issues to provide meaningful access to the indexing records found in AGRICOLA, the computerized bibliographic data files distributed by the National Agricultural Library. The INDEXES published in 1985 cover 1984 material.

March 1985 / Two Volumes / 5,024 pages / 8½ x 11 / Cloth-bound / ISBN 0-89774-183-8 / \$400.00 plus postage and handling

Back volumes available. Please write or call for further details.

Bibliography of Agriculture Transitional Supplement 1985

Containing some 70,000 entries never before published, the two-volume BIBLIOGRAPHY OF AGRICULTURE TRANSITIONAL SUPPLEMENT 1985 is essential to keep your Bibliography of Agriculture collection complete. These clothbound volumes bridge the gap between Volume 48 of the Bibliography of Agriculture and the new indexing system that begins with Volume 49. The SUPPLEMENT contains its own Subject Index as well as Geographic, Personal Author, and Corporate Author Indexes. With the SUPPLEMENT, your Bibliography of Agriculture collection will contain all the material indexed to date.

July 1985 / Two Volumes / 4,648 pages / 8½ x 11 / Clothbound / ISBN 0-89774-254-0 / \$375.00 plus postage and handling

Bibliography of Agriculture 1983 Supplement

To keep up with the rapid output of information collected by the National Agricultural Library, a special two-volume SUPPLEMENT was published in 1984 to complete Volume 47, covering 1983 material. Containing more than 60,000 new Bibliography of Agriculture entries never before published, the SUPPLEMENT includes its own Subject Index as well as Geographic, Personal Author, and Corporate Author Indexes.

1984 / Two Volumes / 3,300 pages / 8½ x 11 / Clothbound / ISBN 0-89774-130-7 / \$375.00 plus postage and handling

Bibliography of Agriculture Retrospective Cumulation on Microfiche, 1970-1978

All the Main Entry citations from the January 1970 through 1978 Bibliography of Agriculture monthly issues are cumulated into a single integrated file on 458 microfiche. Entries in the Subject Index refer to the full Main Entry citations by means of unique accession numbers. Also included is a nine-year retrospective Author Index.

Retrospective Cumulation on Microfiche, 1970-1978 / \$1,350.00 plus postage and handling

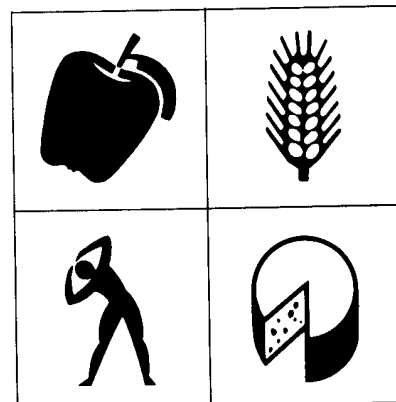
Bibliography of Agriculture Annual Updates on Microfiche

The ANNUAL UPDATES ON MICROFICHE are now available for each year from 1979 through 1984 (the 1983 and 1984 ANNUAL UPDATES are combined in one set). Included are Main Entry citations, Subject Index references, and Author Index references. Each fiche has eye legible columns and headings to guide the user and facilitate use.

1983-84 Combined Annual Updates on Microfiche, Volumes 47-48 / \$475.00 plus postage and handling

Individual Annual Updates for 1979 through 1982 are also available. Please call for further information.

Consumer Health and Nutrition Index



Edited by Barbara D. Bernoff

Providing timely, reliable, and understandable information for today's health conscious readers, this quarterly index cites articles and book reviews from more than 35 periodicals written for lay persons. These periodicals cover an abundance of health topics including drugs and other health "products," diseases, the handicapped, child care, women's health, nutrition, orthodox and alternative viewpoints, vegetarianism, and more. The index is arranged alphabetically by subject headings selected from the Medical Subject Headings List used by the National Library of Medicine and modified and supplemented to allow specific access to lay literature. Providing timely access to current health and nutrition, Volume 1, Number 1 of this index covers literature published in the first quarter of 1985.

ISSN 0883-1963 / July 1985 / Quarterly / 8½ x 11 / Paperbound / ISBN 0-89774-201-X / Subscription rate: \$75.00 per year plus postage and handling

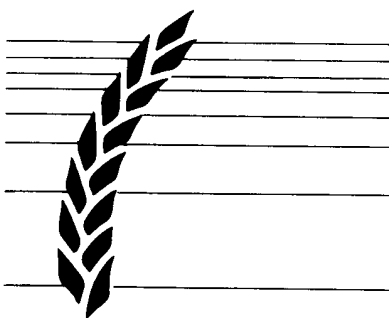
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PERIODICALS, MICROFICHE, AND DATABASE PUBLICATIONS 27

Food and Nutrition Quarterly Index

The most complete and up-to-date source of nutritional information available, this index is produced in a quarterly format to allow users to find this information more quickly and conveniently than ever. It will index and abstract both print and nonprint materials in food, human nutrition, and food service management acquired by the USDA's Food and Nutrition Information Center (FNIC). Each entry indicates subject terms (Descriptors) and each quarterly volume provides a Main Entry Section plus a comprehensive indexing system including subject, title, personal author, corporate author, intellectual level, and media indexes. Coverage by the new FOOD AND NUTRITION QUARTERLY INDEX supersedes the annual volumes of the *Food and Nutrition Bibliography* (see p. 34). Volume 1 covers materials acquired by FNIC in 1985.

ISSN 0732-1171 / December 1985 / Quarterly / 208 pages / 8½ x 11 / Paperbound / Subscription rate: \$95.00 per year plus postage and handling



Current Index to Journals in Education (CIJE)

This monthly journal and its companion publications provide an array of reference resources that offer access to the vast world of educational literature. The material contained in these publications is collected and produced by specialists from the 16 clearinghouses of the Educational Resources Information Center (ERIC), a division of the National Institute of Education.

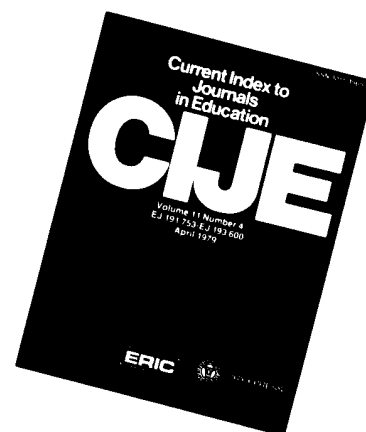
CIJE Monthly

Offering the most timely and complete coverage of the periodical literature of education, each monthly issue of the CURRENT INDEX TO JOURNALS IN EDUCATION indexes an average of 1,500 journal articles from approximately 780 publications. Each entry includes complete bibliographic information and a thoughtful annotation written by an ERIC specialist. Access is facilitated by Subject, Author, and Journal Contents Indexes. No other publication offers the comprehensive coverage and incisive annotations contained in each issue of CIJE.

"... recommended for any library serving teachers and educators."
—ARBA 85

ISSN 0011-3565 / 8½ x 11 / Paperbound / 1985 / Monthly Subscription: \$175.00 plus postage and handling

Back issues available. Please call for further information.



CIJE Semiannual Cumulations

To consolidate the valuable information contained in the CIJE monthly issues in a format more useful for permanent reference, The Oryx Press publishes the CIJE SEMIANNUAL CUMULATIONS. Twice a year six monthly issues are integrated into a single clothbound volume with cumulated Subject, Author, and Journal Contents Indexes.

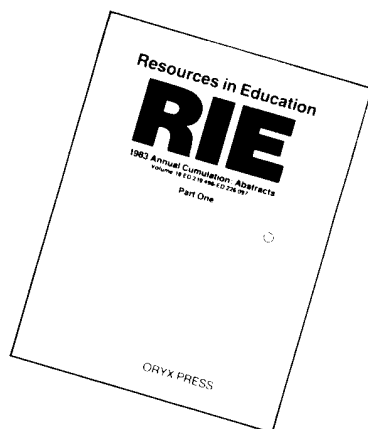
1985 / Two Volumes / 8½ x 11 / Clothbound / \$175.00 plus postage and handling

Back volumes available. The back semiannual cumulations from 1979, 1980, and 1981 are now available on microfiche. Please call for details.

CIJE Author Index, 1969-1984

Now, access to 15 years of CIJE is made easy with this new searching tool. For further information, see the description on p. 6.

Resources in Education (RIE) Annual Cumulation



This indispensable resource provides access to the world of educational report literature. RIE is a monthly abstract journal published by ERIC covering current educational research findings, technical reports, speeches, unpublished manuscripts, and books. The Oryx Press publishes the RIE ANNUAL CUMULATION to bring this valuable information together annually in three easy-to-use clothbound volumes. The entries in the two-volume Abstracts cite author, source, publication date, availability, and price of the original report as well as providing a clear 200-word abstract of the contents. The third volume (Index) provides titles and identification/accession numbers to the documents and report literature in cumulated indexes by subject, author, institution, and publication type, plus an ERIC clearinghouse number/ED number cross reference index.

ISSN 0197-9973 / June 1985 / 1984 Abstracts and Index / Three Volumes / 2,160 pages / 8½ × 11 / Clothbound / \$225.00 plus postage and handling

March 1985 / 1984 Abstracts / Two Volumes / 1,144 pages / 8½ × 11 / Clothbound / \$150.00 plus postage and handling

June 1985 / 1984 Index / One Volume / 1,016 pages / 8½ × 11 / Clothbound / \$75.00 plus postage and handling

Print editions of the previous Cumulations are available. All editions become available on microfiche when the clothbound issues are sold out. Editions published in 1979, 1980, and 1982 are available on microfiche. Please call for details.

RIE/CIJE Microfiche Cumulations and Annual Updates

The ERIC Clearinghouses also collect information for *Resources in Education* (RIE), the monthly ERIC publication that covers report literature (research findings, technical reports, speeches, unpublished manuscripts, and books). Its coverage, combined with the journal coverage offered by CIJE, brings the whole world of educational research together. Both are now accessible through these microfiche cumulations. Covering more than a decade of important educational literature (1966–1980) these CUMULATIONS offer ease of use and tremendous savings of space and storage. A combined subject index provides a completely integrated cumulation of all document and journal article titles, arranged by major descriptors and identifiers, using the latest ERIC vocabulary. You can keep your valuable RIE/CIJE MICROFICHE collection completely up-to-date through ANNUAL UPDATES which contain Main Entry sections for CIJE and RIE, an accumulated Fiche Index from 1966 to the present, along with the useful Combined Subject Index.

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1981–83 Microfiche Update available. Please write or call for details.

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PERIODICALS, MICROFICHE, AND DATABASE PUBLICATIONS **29**

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Providing instant access to information about more than 3,800 grant programs worth many billions of dollars, THE GRANTS DATABASE is produced by The Oryx Press and made available through Orbit® and Dialog®. Here, in one constantly updated database, is the most comprehensive source of current information on grants offered by federal, state, and local governments; commercial organizations; associations; and private foundations. Like the entries in its companion print products, *Directory of Research Grants* (see p. 11) and *Directory of Biomedical and Health Care Grants* (see p. 9), each entry in the database provides a description of the program along with program restrictions and/or requirements, funding amounts, application deadlines, and contacts. Grants are indexed by 86 descriptor terms (after January 1986 grant programs will be indexed using terms from a Grants Subject Authority List). THE GRANTS DATABASE, an online product updated every month, permits those needing instant access to grant information the ability to screen and review references instantly through SDC's Orbit® and Lockheed's Dialog® services.

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*Edited by Sandra K. Paul and
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- **SYSTEMS/SYSTEMS:** Reports on new computer systems purchased by publishers, booksellers, or service bureaus supporting the book trade.
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TECHNICALITIES® provides a lively forum for the exchange of ideas among active, forward-looking professionals in the fields of library and information science. This periodical offers a spirit of dialog and a discussion of alternatives ranging from philosophical concerns to pragmatic "how to do it" articles.

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Ann Arbor, MI 48106

Backlist

Information about books published prior to June 1984.

Academic Library Facilities and Services for the Handicapped

James L. Thomas and Carol H. Thomas

Covering all college and university libraries in the United States, this directory lists accessibility, special equipment and services to the handicapped student. It is an invaluable resource for disabled high school students, their parents, and guidance counselors. It is also a resource for library personnel who are evaluating their own services and planning expanded services to the handicapped. See also p. 9.

"... a priority reference collection acquisition." —Library Journal

1981 / 584 pages / 8½ x 11 / Cloth-bound / 0-912700-95-5 / \$80.00

Agricultural Journal Titles and Abbreviations Second Edition

This edition updates what has become an essential companion volume to the *Bibliography of Agriculture*.

"Libraries serving users in the discipline of agriculture will find it useful for identifying abbreviated titles and for determining which journals provide information about agriculture." —Booklist

"Each entry gives the ISSN number and number of times the journal has been cited in the *Bibliography of Agriculture*. All journals are stored at the National Agricultural Library. This listing will facilitate searching and retrieval in the burgeoning area of agricultural literature."

—Journal of Academic Librarianship

1983 / 138 pages / 8½ x 11 / Paper-bound / 0-89774-071-8 / \$35.00

Agricultural Terms

"This edition of *AGRICULTURAL TERMS* represents an extensive revision and expansion of the vocabulary first published in 1976 with the title *Thesaurus of Agricultural Terms*. The vocabulary is the source for the headings appearing in the subject index of the *Bibliography of Agriculture* and contains approximately 37,000 terms."

—World Agricultural Economics and Rural Sociology Abstracts

1978 / 128 pages / 6 x 9 / Clothbound / 0-912700-45-9 / \$27.50

Alcohol and Sexuality: An Annotated Bibliography on Alcohol Use, Alcoholism, and Human Sexual Behavior

Timothy J. O'Farrell and Carolyn A. Weyand with Diane Logan

Selected as one of *Choice* magazine's Outstanding Academic Books and Nonprint Materials, 1984-85.

"This annotated bibliography addresses the important subject of alcohol's effects on sexual attitudes and behaviors. The 542 annotated citations drawn from the monographic and journal literature, 1900-1982, serve as a reference guide for psychiatrists, physicians, social workers, coun-

selors, and nurses who work in this emerging health care field." —ARBA 84

"... the inclusion of abstracts and the overall higher quality of this ... work mandates its acquisition by any academic, medical, or large public library." —Choice

1983 / 144 pages / 8½ x 11 / Cloth-bound / 0-89774-040-8 / \$55.00

Approval Plans and Academic Libraries

Kathleen McCullough, Edwin D. Posey, and Doyle C. Pickett

The only in-depth interpretive survey published on the role of approval plans in collection development.

"... provides a much-needed source for the practitioner. ... should be considered a significant and major contribution to the field." —College and Research Libraries

A Neal-Schuman Professional Book.

1977 / 164 pages / 6 x 9 / Clothbound / 0-912700-05-X / \$32.50

Audiovisual Resources in Food and Nutrition

AUDIOVISUAL RESOURCES IN FOOD AND NUTRITION includes a full retrospective listing of all audiovisual materials, produced from 1973 through 1978 by hundreds of publishers, manufacturers, and government agencies, and gathered by the Food and Nutrition Information and Education Resources Center—1,200 fully annotated entries in food, human nutrition, and food service management. Information about similar audiovisual materials produced from 1979 through 1982 is now available in the second volume in this series (see p. 5).

"A worthwhile purchase for libraries with strong collections or interest in food, cooking, and diet." —ARBA 81

1979 / 240 pages / 8½ x 11 / Paper-bound / 0-912700-50-5 / \$42.50

Authority Control:

The Key to Tomorrow's Catalog

Edited by Mary W. Ghikas

This book addresses issues of authority control presented in papers from the 1979 Library and Information Technology Association Institutes.

"Each paper is accompanied by a bibliography, and a detailed index is provided at the end. This book is highly recommended to all those working with automated bibliographic systems." —ARBA 83

1982 / 208 pages / 6 x 9 / Clothbound / 0-912700-85-8 / \$32.50

The Basic Business Library: Core Resources

Edited by Bernard S. Schlessinger

"Essential materials for business libraries or business reference sections are listed in THE BASIC BUSINESS LIBRARY: CORE RESOURCES, edited by Bernard S. Schlessinger. Over 150 basic business resources are included, with full bibliographic data, prices, and descriptions."

—American Libraries

"... a valuable reference source for both upper-division undergraduate and graduate business libraries.... This book is also highly recommended for the academic business library as a checklist of essential business reference tools or as a core list for purchase." —Choice

1983 / 240 pages / 6 x 9 / Clothbound / 0-89774-038-6 / \$35.00

Bibliography of Nonsexist Supplementary Books (K-12)

"To counter what it considers sex-biased or sex-role stereotyped texts, the Center for Sex Equity at the Northwest Regional Educational Laboratory has compiled the BIBLIOGRAPHY OF NONSEXIST SUPPLEMENTARY BOOKS (K-12). Organized by reading level, the 550 entries contain brief descriptions of each book's content and the gender, ethnicity, or nationality of the major character. Author, title, and subject indexes are included."

—American Libraries

"This list is extensive and the annotations excellent." —Voice of Youth Advocates

1984 / 120 pages / 8½ x 11 / Paperbound / 0-89774-101-3 / \$24.95

Bibliotherapy Sourcebook

Rhea J. Rubin

BIBLIOTHERAPY SOURCEBOOK is the most complete up-to-date collection of articles available on bibliotherapy.

"This anthology of important papers in the field of bibliotherapy should prove useful to both librarians and psychotherapists."

—ARBA 79

A Neal-Schuman Professional Book.

1978 / 416 pages / 6 x 9 / Clothbound / 0-912700-04-1 / \$32.50

Bilingual Special Education Resource Guide

Edited by Carol H. Thomas and James L. Thomas

"The authors propose that a careful evaluation and assessment of each child be conducted and they offer suggestions for implementing these practices. Centers, training programs, projects, plus educational materials and their distributors are enumerated along with a 'Directory of Persons' involved in this area. Extensive references and bibliography enable the reader to pursue additional, more in-depth information. Recommended."

—Library Journal

1982 / 208 pages / 6 x 9 / Clothbound / 0-89774-008-4 / \$32.50

Cataloging and Classification of Non-Western Material: Concerns, Issues, and Practices

Edited by Mohammed M. Aman

Librarians from three geographic areas discuss the problems of cataloging international materials which are not based on the Roman alphabet.

"This title bridges a gap in professional awareness of international cataloging problems. It is an important source for stu-

dents and practitioners of international librarianship...." —ARBA 81

A Neal-Schuman Professional Book.

1980 / 376 pages / 6 x 9 / Clothbound / 0-912700-06-8 / \$37.50

Censorship: A Guide for Successful Workshop Planning

Linda Schexnaydre, Nancy Burns, and Emporia State University School of Library and Information Management

"A specific guide to planning a one-day workshop on censorship in libraries designed to educate administrators, board members, librarians, and teachers on dealing effectively with challenges to intellectual freedom, CENSORSHIP offers much practical material in a compact format."

—Wilson Library Bulletin

"It's difficult to imagine how a workshop that faithfully follows the design of this excellent model could fail.... Highly recommended for anyone concerned with intellectual freedom and libraries."

—School Library Journal

1984 / 120 pages / 8½ x 11 / Paperbound / Illustrated / 0-89774-093-9 / \$22.50

Children's Caravan: A Reading Activities Idea Book for Use with Children

A Fun with Reading Book

Judith A. Kimball

"... an attractive source of support for teachers and day-care workers...."

—School Library Media Quarterly

"This soft cover book is so filled with limitless ideas, bibliographies, patterns, etc., that the reading program cannot help but be stimulated by its use."

—Sooner Gushers and Dusters

1983 / 86 pages / 8½ x 11 / Paperbound / Illustrated / 0-89774-043-2 / \$9.95

Closing the Catalog

D. Kaye Gapen and Bonnie Juergens

The proceedings of the Library and Information Technology Association Institutes on Closing the Catalog in November 1978 in New Orleans and February 1979 in San Francisco. The book includes alternatives for the closing plus case histories of libraries already having closed their catalogs, the impact on reference services, and user access from the researcher's viewpoint.

"This work is a provocative one, well worth its cost.... This reviewer strongly urges that libraries purchase this title and librarians read it."

—College and Research Libraries

1980 / 208 pages / 6 x 9 / Clothbound / 0-912700-56-4 / \$32.50

The Computer Graphics Glossary

Stuart W. Hubbard

"Hubbard's glossary is the only dictionary currently available for the rapidly changing field of computer-aided design and computer-aided manufacturing.... Hubbard describes some 750 terms in one or two clear sentences for each. Line drawings

help illustrate some of the terms and photographs depict many specific systems.... With its short, clear, and crisp definitions THE COMPUTER GRAPHICS GLOSSARY is a valuable reference aid to computer-aided designers and manufacturers, students, programmers, drafters, or anyone needing to understand computer graphics."

—Choice

1984 / 104 pages / 6 x 9 / Clothbound / Illustrated / 0-89774-072-6 / \$29.50

Computer Graphics Marketplace 1983-84

Edited by John Cosentino

"... provides a complete listing of manufacturers, consultants and services, professional organizations, educational programs, conferences and conventions, and publications. All of the entries, classifications, and descriptions have been updated and revised by both questionnaire and telephone. Each entry includes the names, addresses, telephone numbers, titles, and descriptions of each company's products."

—Library Software Review

1983 / 112 pages / 8½ x 11 / Paperbound / 0-89774-086-6 / ISSN 0278-2774 / \$35.00

Copyright, Congress and Technology: The Public Record

Edited by Nicholas L. Henry

This five volume work describes in chronological fashion the process of revising U.S. copyright law to accommodate and reconcile the new information technologies—photocopying and computer-based information storage and retrieval systems—with copyright law.

1980 / 6 x 9 / Clothbound / Five Volume Set / 0-912700-13-0 / \$225.00

Volume I: The Formative Years, 1958-1966 / 0-912700-29-7 / \$45.00

Volume II: The Political Years, 1967-1973 / 0-912700-30-0 / \$45.00

Volume III: The Future of Copyright, 1973-1977 / 0-912700-31-9 / \$45.00

Volume IV: CONTU: The Future of Information Technology / 0-912700-32-7 / \$45.00

Volume V: CONTU's Final Report and Recommendations / 0-912700-74-2 / \$45.00

Declining Enrollments, Declining Resources

A Special Interest Resource Guide in Education

Compiled by Sara Lake

Recently, declining school enrollments and diminishing budgets have combined to present a host of difficult problems for educators in the 1980s. Sara Lake of the San Mateo Educational Resources Center compiled this resource guide to help administrators, school personnel, and concerned citizens find answers to these problems. Topics covered include: reduction in force policies, financial planning, program priorities, funding proposals, and school closings.

1981 / 96 pages / 8½ x 11 / Paperbound / 0-912700-86-6 / \$22.50

Defusing Censorship: The Librarian's Guide to Handling Censorship Conflicts

Frances M. Jones

"Although DEFUSING CENSORSHIP may be considered a practical handbook for use in dealing with [censorship] problems, it is more than that. As an introduction to the subject, it proceeds from a brief history of censorship cases in public and school libraries. As a resource book for librarians seeking to reacquire themselves with the issues or for library school students exploring those issues for the first time, it includes an excellent bibliography and five appendices of useful material. . . . DEFUSING CENSORSHIP, capably written by Frances M. Jones and carefully indexed by Linda Schexnaydre, will be of interest to librarians and students alike." —RQ

1983 / 240 pages / 6 x 9 / Clothbound / 0-89774-027-0 / \$29.50

Directory of College Facilities and Services for the Handicapped

Edited by Charles S. McGeough,
Barbara Jungjohan, and James L. Thomas

"Chosen by the President's Committee on Employment for the Handicapped as one of the best books for and about disabled people, this directory was compiled from questionnaires sent to every institute of higher learning in the U.S. and Canada. Contains information on accessibility for more than 2,000 colleges and universities." —American Education

"The book should be an invaluable resource for school and rehabilitation counselors, parents of disabled students, and college-bound handicapped people; it will also provide post-secondary institutions with a basis for comparing their own programs to others." —American Rehabilitation

The second edition of this book will be available in 1986. For details, see p. 9.

1983 / 384 pages / 8½ x 11 / Clothbound / 0-89774-004-1 / \$80.00

Directory of Speakers

Edited by Howard J. Langer

This conveniently organized directory contains information about some 1,300 individuals who are prepared to speak in public on topics indexed in nearly 900 different subject areas. The main index lists each speaker alphabetically with such valuable information as background and qualifications, address or contact, variety of topics covered, format of presentation, nature of compensation, and organizations addressed in the past. Indexed by subject and location.

1981 / 268 pages / 8½ x 11 / Paperbound / 0-912700-26-2 / \$55.00

Discipline and Classroom Control

A Special Interest Resource Guide in
Education

Compiled by Sara Lake

A broad overview of the literature on school discipline including topics such as: research studies and theoretical discussions; descriptions and evaluations of specific disciplinary programs and practices; practical advice to elementary and

secondary school teachers; and school level disciplinary methods.

"... graphically well designed and pleasing to the eye. . . . This source will prove to be useful to teacher resource centers, small libraries, and others interested in current educational practices and trends regarding discipline." —ARBA 82

1980 / 72 pages / 8½ x 11 / Paperbound / 0-912700-71-8 / \$22.50

Divorce in the 70s:

A Subject Bibliography

Compiled by Kenneth D. Sell

This comprehensive bibliography of books, journal articles, reports, government documents, and audiovisual materials on divorce and divorce-related subjects documents the explosive proliferation of literature on the subject in the 1970s.

"The author, geographic, and subject indexes further enhance the accessibility and usefulness of this bibliography. . . . it is very useful and is widely recommended to college and university libraries." —Choice

1981 / 200 pages / 8½ x 11 / Clothbound / 0-912700-81-5 / \$55.00

Drug Abuse

A Special Interest Resource Guide in
Education

Compiled by Sara Lake

DRUG ABUSE surveys the literature in drug abuse as a problem of the 1980s, focusing on elementary and secondary age youth. Drug and alcohol abuse by parents and educators, since it has an impact on children, is also included.

"... annotations are clear and informative. . . . The detailed subject index is useful. Even more useful is the inclusion of citations to some 30 related bibliographies." —Choice

1980 / 88 pages / 8½ x 11 / Paperbound / 0-912700-72-6 / \$22.50

Early Music Discography:

From Plainsong to the Sons of Bach

Compiled by Trevor Croucher

This two volume set makes a unique contribution to the documentation of recorded early music. Volume I, the Record Index, contains fully detailed entries for more than 3,000 records arranged in historical periods from the Medieval to the late Baroque, providing full details of record labels and catalog numbers, including alternative labels. Volume II includes a Composer Index, Source Index, and Performer Index.

1981 / 582 pages / Two Volumes / 6 x 9 / Paperbound / 0-89774-018-1 / \$67.50

For sale by The Oryx Press in North America only.

The Education of Asian and Pacific Americans:

Historical Perspectives and Prescriptions for the Future

Edited by Don T. Nakanishi and
Marsha Hirano-Nakanishi

Outlining the influence of American education on each of the six major Asian and

Pacific American ethnic groups, this work provides an overview of the subject plus six essays written by distinguished members of each ethnic group that explore the history of the problems they have experienced with the American educational system.

"These perceptive, informative, and thoroughly documented essays should be required reading for teachers and administrators with Asian-Pacific students." —Library Journal

1983 / 152 pages / 6 x 9 / Clothbound / 0-89774-030-0 / \$32.50

Educational Products for the Exceptional Child

Prepared by Biospherics, Incorporated;
Shellie Roth, Editor; Claude W. Doak,
Project Director

This unique catalog of products funded by the Bureau of Education for the Handicapped describes more than 600 products and programs designed for the handicapped child. The catalog describes each item fully and provides an address for further information about each.

"Highly recommended."

—Emergency Librarian

1981 / 984 pages / 8½ x 11 / Clothbound / 0-912700-84-X / \$80.00

EPA Index:

A Key to U.S. Environmental Protection Agency Reports and Superintendent of Documents and NTIS Numbers

Edited by Cynthia E. Bower and
Mary L. Rhoads

"EPA reports are cited often in both general and technical sources. The problem for potential users, and therefore librarians, then, is to locate desired publications in library collections.

"A solution is finally available for federal depository libraries, and other libraries and researchers who use depositories as sources for reports. The solution presented in the EPA INDEX is simple and straightforward: list the EPA's reports by EPA number and by title (the elements most likely to be known), and provide the corresponding Superintendent of Documents (SuDoc) numbers."

—Government Publications Review

1983 / 392 pages / 8½ x 11 / Clothbound / 0-89774-032-7 / \$45.00

The European Community: Biographical Excursions

Edited by Juliet Lodge

This comprehensive bibliography provides a basic introduction to thinking, concepts, and developments regarding the European Community.

"For libraries that collect European Community documents or research libraries that have strong collections in international relations, this will be an essential purchase, since it reflects so well the historical interplay of opposing forces in Europe, which are not easily gleaned from the official documents themselves." —Booklist

1983 / 268 pages / 6 x 9 / Clothbound / Jacketed / 0-89774-099-8 / \$37.50

For sale by The Oryx Press in North America only.

Eurostat Index

Compiled by Anne Ramsay

"EUROSTAT INDEX is a comprehensive subject index to the various statistical publications of the European Economic Community."

—Federal Library Committee Newsletter

Appendices include directories of EEC documentation centers, depository libraries, information offices, and sales agents in the U.S. and the British Commonwealth.

A Capital Planning Information Publication.

1981 / 158 pages / 8½ × 11 / Paperbound / 0-906011-15-9 / \$35.00

For sale by The Oryx Press in North America only.

Evolution versus Creationism: The Public Education Controversy

Edited by J. Peter Zetterberg

This book presents the case put forth by scientific creationists together with the opposing views accepted by most modern scientists in 33 essays.

"This is neither a creationists' tract nor an evolutionists' defense of evolution but a clear presentation of both points of view. . . . These essays and the bibliography compiled by the editor are an invaluable resource to those attempting to understand this controversy. For all libraries."

—Choice

"Because it presents both viewpoints in the debate, EVOLUTION VERSUS CREATIONISM is a valuable resource for any school library. . . . a balanced compendium for science educators and school officials who might find themselves embroiled in this controversy."

—The American School Board Journal

1983 / 528 pages / 6 × 9 / Clothbound / 0-89774-061-0 / \$37.50

Expanding Media

Deirdre Boyle

EXPANDING MEDIA is designed to answer some of the philosophical and practical questions raised by news media for libraries. Its primary objective is to increase librarians' understanding of media in libraries.

A Neal-Schuman Professional Book.

1977 / 368 pages / 6 × 9 / Clothbound / 0-912700-03-3 / \$35.00

The Financing of American Higher Education: A Bibliographic Handbook

Richard H. Quay and Peter P. Olevnik

"An outstanding bibliography for those interested in the financing of U.S. higher education, this handbook contains chapters on federal support, state support, private philanthropy, and the political issues at all levels that surround the financing of higher education. It also focuses on such issues as private versus public institutions, graduate and professional education versus undergraduate education, state planning boards, faculty compensation and collective bargaining, student fees and financial aid, maintenance of the physical plant, enrollment

projections, higher education price indexes, and retrenchment and reallocation. . . . this bibliography is current. Each entry is annotated to aid the reader in identifying the pertinent material. A foreword by John Millett, two appendices, and an author and title index complete the HANDBOOK. . . . should be included in college and university libraries around the country, and . . . should serve as an excellent sourcebook for students, academicians, administrators, state boards of regents, and government officials interested in the financing of higher education."

—ARBA 85

1984 / 160 pages / 8½ × 11 / Clothbound / 0-89774-047-5 / \$32.50

Food and Nutrition Bibliography Volume 11, Volume 10, and Volume 9

The complete series of annotated bibliographies in food and nutrition consists of the 9th through the 11th volumes. Each volume covers a specific period only, so a complete set is needed for access to all cataloged material. The 11th volume covers 1980 acquisitions of the USDA's National Agricultural Library, the 10th volume covers 1979 acquisitions, and the 9th volume covers 1978 acquisitions. From a review of the 10th volume:

"This is the most complete national source of this information available to professionals in foods and nutrition, agriculture, food technology, and related areas. . . . It is a reliable, authoritative, and very useful source of information."

—Journal of the American Dietetic Association

Volume 11 / 1984 / 566 pages / 8½ × 11 / Paperbound / 0-89774-009-2 / ISSN 0278-2499 / \$40.00

Volume 10 / 1982 / 480 pages / 8½ × 11 / Paperbound / 0-912700-78-5 / \$40.00

Volume 9 / 1980 / 352 pages / 8½ × 11 / Paperbound / 0-912700-77-7 / \$40.00

Gifted Education

A Special Interest Resource Guide in Education

Compiled by Sara Lake

This resource guide presents an overview of recent efforts to provide educational programs for children gifted in academic ability, creativity, artistic talent, and leadership ability. Topics covered include characteristics of the gifted, current issues and efforts in gifted education, program planning and administration, curriculum and instruction, counseling and guidance, and resources for parents.

"GIFTED EDUCATION is a fine annotated bibliography of almost 600 recent articles, studies, books, and other literature that deals with gifted students and with programs and materials suitable for them."

—Instructor

1981 / 116 pages / 8½ × 11 / Paperbound / 0-912700-93-9 / \$22.50

Guide to Nonsexist Teaching Activities (K-12)

Many of the texts and instructional materials used in schools today are sex biased

or sex role stereotyped. This guide has been developed by the Northwest Regional Educational Lab to provide educators with a description of and ordering information about nonsexist resources appropriate for use with K-12 students. The materials cited include lesson plans, course outlines, supplementary texts, and audiovisual materials.

"This is an excellent resource which is very easy to use. In addition to schools and libraries, this should be a required purchase for undergraduate and graduate schools of education and library and information science."

—Voice of Youth Advocates

1983 / 110 pages / 8½ × 11 / Paperbound / 0-89774-100-5 / \$24.95

Guide to U.S. Government Directories, 1970-1980

Donna Rae Larson

An annotated bibliography of directories published by the U.S. government, this work includes, for each item indexed, the coverage and information provided, the arrangement, SuDocs number, types of indexes included, and instructions on how to order the work.

"[Recommended] for every major reference collection and library school library." —Government Publications Review

Volume Two, covering the years 1980-1984, is now available (see p. 13).

1981 / 208 pages / 8½ × 11 / Clothbound / 0-912700-63-7 / \$55.00

Handbooks and Tables in Science and Technology Second Edition

Edited by Russell H. Powell

The Second Edition of this celebrated reference book provides a comprehensive annotated listing of scientific and technical handbooks. It contains approximately 2,000 more entries than did the first. All entries are fully annotated and updated.

"HANDBOOKS AND TABLES IN SCIENCE AND TECHNOLOGY continues to be a very useful reference guide and acquisitions tool for academic, special, and large public libraries."

—Reference Books Bulletin

1983 / 384 pages / 8½ × 11 / Clothbound / 0-89774-039-4 / \$55.00

Higher Education Literature: An Annotated Bibliography

Edited by Jane N. White and Collins W. Burnett

This selective, annotated bibliography covers the major educational literature of the 1970s and early 1980s, addressing historical background, the nature and scope of American higher education, the teaching-learning environment, and organization and administration. Fully indexed.

"... very useful for anyone wanting to study the field." —Reference and Subscription Books Reviews

1981 / 188 pages / 8½ × 11 / Clothbound / 0-912700-80-7 / \$55.00

The Horse:**A Bibliography of British Books 1851-1976**

Anne Grimshaw

"This is the most comprehensive (3,226 entries) annotated guide to books (and a few documents) written or available on the horse in Britain, 1851-1976—an obvious labor of love. . . . Following introductions, the work is broken into six chapters, each with its own introduction and each covering a specific time frame. . . . Author and title indexes are provided, and the introductions/annotations are well written and informative." —Choice

" . . . Grimshaw has made a unique and valuable contribution to both British social history and bibliography." —Agricultural History

1982 / 508 pages / 7¼ × 10¼ / Cloth-bound / Illustrated / 0-89774-067-X / \$110.00

For sale by The Oryx Press in North America only.

Improving Instruction with Microcomputers:**Readings and Resources for Elementary and Secondary Schools**

Edited by John H. Tashner

"Tashner has done an excellent job of compiling up-to-date articles about various computers. . . . The book is nicely organized, contains an excellent glossary, is well-indexed, and has an up-to-date list of computer information resources, as well as a list of recommended readings in specific areas. A good purchase for professional libraries, this should be required reading for anyone who is involved in the initiation or continuity of a school's computer program." —School Library Journal

1984 / 272 pages / 8½ × 11 / Paperbound / 0-89774-095-5 / \$28.50

Index-Catalogue of Medical and Veterinary Zoology

Edited by Shirley J. Edwards

Compiled by the Animal Parasitology Institute of the U.S. Department of Agriculture, this multi-volume work indexes all current literature in the field of parasitology and is of interest to researchers and professionals in human and veterinary medicine, biology, zoology, physiology, ichthyology, agriculture, and ecology. The INDEX-CATALOGUE has appeared as multi-volume numbered supplements since 1952. Supplement 24 is currently available. 1983 / ISSN 0094-4556 / Supplement 24 / Nine Volumes / 8½ × 11 / Paperbound / \$295.00

The Information Society: Issues and Answers

Edited by E. J. Josey

A collection of essays on critical issues that librarians and information specialists face in the post-industrial society. Controversial topics range from linking libraries and communications to suggested corrective and legislative action following the White House conference on libraries.

A Neal-Schuman Professional Book.

1978 / 158 pages / 6 × 9 / Clothbound / 0-912700-16-5 / \$29.95

The Joy of Cataloging:**Essays, Letters, Reviews, and Other Explosions**

Sanford Berman

"Berman is a cataloger who believes that the strict adherence to the LC classification schedules and AACR2 has lobotomized the profession and caused frustration and mystification for both library staffs and patrons. He has collected examples and articles to prove his claim, and no matter what cataloging beliefs one may hold, it cannot be denied that Berman makes a powerful statement. Writing with an acid pen, he proposes that cataloging adhere to three basic principals: intelligibility, findability, and fairness. Examples supporting his theses are supplied throughout the text. The book may be upsetting to other catalogers, but public service librarians will love it." —Booklist

"Highly recommended for reading by all librarians. I suggest every library purchase a copy for reading and reference by its staff." —Women Library Workers Journal

1981 / 264 pages / 8½ × 11 / Cloth-bound / 0-912700-51-3 / \$35.00 / Paperbound / 0-912700-94-7 / \$27.50

Keeping Track of What You Spend:**The Librarian's Guide to Simple Bookkeeping**

Brian Alley and Jennifer Cargill

"Those who may be assuming responsibility for managing a library budget for the first time will find this text especially helpful in getting them off on the right foot. . . . Alley and Cargill gently but firmly emphasize why certain things must be done, rather than simply dealing with what must be done." —Wilson Library Bulletin

1982 / 108 pages / 8½ × 11 / Paperbound / 0-912700-79-3 / \$25.00

Kister's Atlas Buying Guide: General English-Language World Atlases Available in North America

Kenneth F. Kister

Chosen to head *Library Journal's* list of the best and most noteworthy Reference Books of 1984.

"Indispensable for librarians and valuable for the general public, this guide will help users select among the many similar titles and editions of atlases available. There are 105 atlases reviewed. For each, full bibliographic information, critical and extensive evaluation of content and map quality, comparisons to other atlases, and references to reviews are given. An invaluable introductory essay offers detailed advice for making informed choices." —Library Journal

"This excellent work will aid librarians and patrons who need to consult or purchase a general world atlas." —American Libraries

"Anyone faced with the difficult task of selecting atlases will find this volume an excellent tool to have in the reference collection." —RQ

1984 / 248 pages / 6 × 9 / Clothbound / 0-912700-62-9 / \$39.50

Learning Packaged to Go:**A Directory and Guide to Staff Development and Training Packages**

Barbara Conroy

This important directory and guide will aid those responsible for training and development of staff by encouraging and facilitating the use of packaged audio and audiovisual learning resources.

"In large corporate libraries this can be a practical guide for selection and acquisition; in academic libraries it can show business students the range of materials available to the corporate world." —Wilson Library Bulletin

"A valuable reference source, particularly for libraries with extensive business collections." —Booklist

1984 / 244 pages / 8½ × 11 / Paperbound / 0-89774-065-3 / \$75.00

Learning through Dramatics: Ideas for Teachers and Librarians

Edited by Nancy Hanks Brizendine and James L. Thomas

Dramatics has a unique ability to encourage participation across communication barriers. This collection of articles focuses on the use of dramatics to teach basic skills in classroom situations. The articles span both grades and curricula.

"The volume serves as a good reflection of current practical thought. . . . The extended bibliography and subject index prove most useful. A most worthwhile collection to complement the well-known texts." —Emergency Librarian

1982 / 232 pages / 6 × 9 / Paperbound / 0-89774-005-X / \$22.50

Libraries in the Political Process

E. J. Josey

"Josey has stored a small arsenal of varied calibrated armaments for libraries and camp followers in their effort to get out of the trenches and assault the political purseholders. . . . To paraphrase a popular commercial in recommending this book, don't leave for the political wars without it!" —Library Journal

"Contributors to this volume examine the relationship between libraries and legislatures in various geographic regions of the United States. The information should be most helpful to librarians charged with the responsibility to garner political support for their institution." —Booklist

A Neal-Schuman Professional Book.

1980 / 344 pages / 6 × 9 / Clothbound / 0-912700-25-4 / \$32.50

Library Acquisition Policies and ProceduresSecond Edition
Edited by Elizabeth Futas

For the Second Edition of her celebrated work, Elizabeth Futas has selected and re-produced the current collection development policy statements of 14 public and 10 academic libraries. In addition, she has re-printed key portions of policies from more than 60 other representative libraries.

" . . . a valuable resource for the development, implementation, and evaluation of

acquisition policies and procedures. . . ."
—Directions

"This collection of new examples supplements discussions of principles and rationale found in the more general texts used in collection development courses and will assist any type of library in writing or reviewing acquisitions statements."

—The Journal of Academic Librarianship
1984 / 616 pages / 6 x 9 / Clothbound / 0-89774-024-6 / \$45.00

Library Leadership: Visualizing the Future

Edited by Donald E. Riggs

"All of these writers are convinced that society needs and demands creative leadership for libraries, and the common theme of their papers is how this goal can be realized. . . . While none of the writers insists that a given number of qualities make the perfect leader for every situation, all conclude that those people with vision and courage are going to be shaping the ideas that will determine the functions of libraries in the next decade." —Booklist

1982 / 168 pages / 6 x 9 / Clothbound / 0-912700-64-5 / \$32.50

Library Promotion Handbook

Marian S. Edsall

"There could well be a sub-title to this book, 'Everything You Always Wanted to Know about Library Promotion but No One Had the Time to Tell You.' The author has taken the time. An expert in her own right, she has knowingly and lovingly put together what she says is a 'distillation' of ideas, reports, suggestions and advice shared with her by hundreds of librarians all over the country. . . . there is something new in this book for every library communicator, veteran and neophyte alike. . . . Every pertinent subject is covered. . . . Photographs and samples of logos, annual report covers, bookmarks, letters, newspaper fillers, PSAs, and even want ads are judiciously displayed throughout the book, adding eye appeal to the well-written text." —Library Journal

A Neal-Schuman Professional Book.

1980 / 254 pages / 8½ x 11 / Clothbound / 0-912700-15-7 / \$35.00 / Paperbound / 0-912700-12-2 / \$27.50

Library Public Relations Audio Tapes

Marian S. Edsall

These tapes are designed as a course in public relations and publicity for librarians, accompanying Marian S. Edsall's *Library Promotion Handbook* (see above). They enable the author to clarify and expand the material in her book; key concepts are reinforced; new material is brought in. Guest speakers, authorities in the field, engage in discussions of library promotion techniques.

1982 / Four Cassettes / 0-89774-123-4 / \$67.50

Library Services for the Handicapped Adult

Edited by James L. Thomas and Carol H. Thomas

"[This collection] documents what has been and is being done for the handicap-

ped adult library consumer both in academic circles and by practitioners. The book contains a compilation of both previously published and original articles to assist persons in the field of library service to the handicapped adult population."

—Programs for the Handicapped
"Recommended for public librarians seeking concise, practical guidance in various aspects of delivering service in all media and under conditions which accommodate the disabled person. . . . This book is strongly recommended for library administrators." —Library Journal

1982 / 168 pages / 6 x 9 / Clothbound / 0-89774-007-6 / \$29.50

Literature Cross-A-Word

Book I: Crossword Learning Experiences with Animal Stories, Modern Fantasy, and Space and Time (Fiction)

Book II: Crossword Learning Experiences with Historical Fiction, Mystery and Detective Stories, and Newbery Award Winners

Fun with Reading Books

Irene Wood Bell

Illustrated by Keith E. Kirby

"Upper-elementary educators seeking literature activities for a wide range of reading levels and interests will find these volumes most helpful and delightful to use." —School Library Media Quarterly

Book I / 1982 / 96 pages / 11 x 8½ / Paperbound / 0-89774-062-9 / \$9.95

Book II / 1982 / 98 pages / 11 x 8½ / Paperbound / 0-89774-070-X / \$9.95

London Illustrated 1604-1851: A Survey and Index of Topographical Books and Their Plates

Bernard Adams

Joint winner of the Library Association's Besterman Medal for 1983, this survey and index lists more than 8,250 plates in 230 books and print sets published between 1604 and 1851. This detailed bibliography enables the user to identify the original book source of an undated or untitled plate, accurately date plates, and to trace illustrations of particular sites or buildings. The text is beautifully complemented by 50 plates selected by the author.

"Every now and then, though all too rarely, a book is published which is so definitive, so exhaustive, that it transcends criticism. Such a book is Bernard Adams' long awaited LONDON ILLUSTRATED 1604-1851." —Ephemerist

1983 / 620 pages / 8½ x 11 / Clothbound / Illustrated / 0-85365-734-3 / \$110.00

For sale by The Oryx Press in North America only.

Mainstreaming

A Special Interest Resource Guide in Education

Compiled by Sara Lake

MAINSTREAMING covers the most recently published materials about school personnel and parents of the handicapped. Coverage includes: rationale behind mainstreaming, provisions of PL 94-142, schools' reactions to the new

mandate, changes which have been made, guidelines on and for school personnel, and resource lists for further study. . . . highly recommended as a resource guide for all educators and parents of disabled children." —ARBA 82

1980 / 88 pages / 8½ x 11 / Paperbound / 0-912700-73-4 / \$22.50

Mainstreaming in the Media Center

Joyce Petrie

"A major new resource for media specialists concerned with serving handicapped students. . . . MAINSTREAMING IN THE MEDIA CENTER . . . is a handbook for assessing current media center programs and developing practical ways to meet the needs posed by various handicapping conditions." —Catholic Library World

"MAINSTREAMING IN THE MEDIA CENTER is a timely, useful reference for all teacher-librarians who work in schools committed to delivering quality educational programs to all potential users."

—Emergency Librarian

1982 / 232 pages / 6 x 9 / Paperbound / 0-89774-006-8 / \$27.50

Measuring Learning in Continuing Education for Engineers and Scientists

Henry P. Cole, Judson Moss, Frank X. Gohs, Warren E. Laceyfield, Billy J. Barfield, and David K. Blythe

Winner of the national best publication award for 1984-85 from the Continuing Professional Development Division of the American Society for Engineering Education.

"The result of two years of work under a grant from the National Science Foundation, this book develops a set of guidelines for evaluating the success of courses. . . ."

—American Education

1984 / 144 pages / 8½ x 11 / Clothbound / Illustrated / 0-89774-075-0 / \$55.00

Merlin's Magic:

A Reading Activities Idea Book for Use
with Children

A Fun with Reading Book

Edited by Carol H. Thomas

MERLIN'S MAGIC draws on the enormous popularity enjoyed by such pastimes as "Dungeons and Dragons" and features activities based on Arthurian legends, the age of chivalry, and magic of all kinds. Like all "Fun with Reading" books, MERLIN'S MAGIC features planning ideas, resource lists, and activity and promotional materials, packaged and ready to use in practical, exciting reading enhancement programs.

1984 / 96 pages / 8½ x 11 / Paperbound / Illustrated / 0-89774-091-2 / \$12.50

Microcomputers:

A Planning and Implementation Guide for
Librarians and Information Professionals

Robert A. Walton

"Any librarian or information professional desiring a good basic understanding regarding the hardware/software operation of computers (including procurement and management) and how such equipment might be used in the library—from catalog

card production to public access—will want a copy of this book.” —Booklist

“Unquestionably one of the most useful and understandable works available for librarians who are beginning to use micros.” —Library Hi Tech

1983 / 104 pages / 8½ x 11 / Paperbound / Illustrated / 0-89774-097-1 / \$24.95

Microcomputers in Education: A Handbook of Resources

Edited by Katherine Clay

“In the face of a veritable avalanche of materials having to do with the theory and practice of microcomputers in the classroom, this volume is welcome. . . . Recommended to anyone interested in obtaining a good overview of this burgeoning field.” —Choice

“Covering sources published from 1976 through March 1982 and designed to be a guide to journal articles, microfiche, and books on the subject, the well-annotated materials described are those that would be of value to either the novice or experienced, current or future, microcomputing educators.” —School Library Media Quarterly

“MICROCOMPUTERS IN EDUCATION is an easy-to-read collection of references that would be valuable to anyone getting started in computer assisted instruction, software, or educational computing. . . . the compilation does provide a wonderful selection of early studies and articles on computers in education.” —RQ

1982 / 80 pages / 8½ x 11 / Paperbound / 0-89774-064-5 / \$27.50

Microcomputers in the Schools

Edited by James L. Thomas

“Thomas’ book could save a school system a lot of time, duplication of effort, and costly errors in judgment. The current state of the art is assessed in a wide range of readings. The backgrounds of the contributors are impressive. Of particular value is the section on trends and issues, an annotated bibliography, a glossary and lists of organizations, procedures, and manufacturers. . . . Elementary and secondary school library media centers and public libraries would find Thomas’ book a thorough guide.” —Library Journal

1981 / 176 pages / 8½ x 11 / Clothbound / 0-89774-001-7 / \$32.50 / Paperbound / 0-89774-017-3 / \$27.50

Monster Magic:

A Reading Activities Idea Book for Use with Children

A Fun with Reading Book

Zinita Fowler

Kids love “monsters,” and this unique reading activities book expands the meaning of the word to include a full range of fanciful creatures who draw children into books and libraries.

“. . . attractively illustrated. . . . Worthwhile bibliographies. . . . A useful potpourri of ideas. . . .” —Emergency Librarian

1983 / 72 pages / 8½ x 11 / Paperbound / Illustrated / 0-89774-044-0 / \$9.95

Motivating Children and Young Adults to Read

Edited by James L. Thomas and Ruth M. Loring

“[This] is a collection of American and several British journal articles written by reading teachers and library media specialists. The book is divided into sections covering methodology, interests, programs, and the use of nonprint. . . . an excellent reference source of tried, true (and new) ideas for library media specialists and reading teachers. The bibliography of current sources extends the book’s usefulness. This is a welcome and needed addition to professional collections in both elementary and secondary schools.” —School Library Journal

See also *Motivating Children and Young Adults to Read*, Volume 2, below.

1979 / 208 pages / 6 x 9 / Clothbound / 0-912700-34-3 / \$27.50

Motivating Children and Young Adults to Read Volume 2

Edited by James L. Thomas and Ruth M. Loring

“. . . new and up-to-date articles, based on theoretically sound ideas. . . . provide practical and specific solutions to many of the difficulties encountered in attempting to foster an ‘I love to read’ attitude within students. . . . For teachers and teacher-librarians concerned with opening the world of books and the pleasure of reading to their students, *MOTIVATING CHILDREN AND YOUNG ADULTS TO READ, VOLUME 2* will provide a source of new ideas and methods for the development or revision of reading programs.” —Emergency Librarian

1983 / 112 pages / 8½ x 11 / Paperbound / 0-89774-046-7 / \$24.95

Music Psychology Index Volume 3

Edited by Charles T. Eagle, Jr. and John J. Miniter

Published in cooperation with the Institute for Therapeutics Research

A bibliography covering literature published from 1978 through 1980, concerning the influence of sound, particularly music, on behavior. It is the single most comprehensive source of periodical literature merging the art and science of music. More than 2,000 citations are listed, covering the relevant literature in over 400 periodicals published in 25 different countries.

“*MUSIC PSYCHOLOGY INDEX* is something all musicologists, psychologists, and health professionals—and librarians serving these groups—should be aware of; and it should be considered for large research libraries and for special libraries supporting musical-therapy programs, broadly defined.” —Reference Books Bulletin

1984 / 288 pages / 8½ x 11 / Paperbound / 0-89774-144-7 / ISSN 0195-5802 / \$65.00

The Nature and the Future of the Catalog

Edited by Maurice J. Freedman and S. Michael Malinconico

Proceedings of the ALA’s Information Science and Automation Division’s 1975 and 1977 Institutes on the Catalog

“This book fills an important place in documenting contemporary thought regarding cataloging, and at once provides a perspective of the past and forecast of the future. It serves as a valuable reference tool and refresher for those librarians who are familiar with the literature on catalogs and cataloging. For those who are less familiar, some of the papers provide an introduction and insight to cataloging theory.” —Library Research

“In addition to the papers, the editors have provided the discussion comments of reactors. . . . as well as those of the participant and speakers. . . . this interaction has been skillfully interwoven and logically presented. . . . The library educator will find material here for lively class discussions and can profitably use this work if the students have already learned how to keep up to date.” —Library Quarterly

A Neal-Schuman Professional Book.

1979 / 336 pages / 6 x 9 / Clothbound / 0-912700-08-4 / \$32.50

Picture Librarianship

Edited by Helen P. Harrison

“The editor and over 30 contemporary experts have done an outstanding job in this survey, which is divided into two major sections. The first part on techniques and organization includes 13 chapters by 12 experts and covers such topics as the history of picture libraries, sources, selection, processing, indexing, exploitation, and education and training. . . . The concluding part is devoted to case studies and surveys of 26 picture libraries in various notable institutions or types of libraries. . . . A major contribution to library science literature, this exemplary survey covers every aspect of picture librarianship and will be of absorbing interest to those working in the field as well as to recruits who may be considering a career in this specialized profession.” —Library Journal

1981 / 554 pages / 6 x 9 / Illustrated / Clothbound / 0-89774-011-4 / \$39.50 / Paperbound / 0-89774-013-0 / \$29.50

For sale by The Oryx Press in North America only.

Population Information in Nineteenth Century Census Volumes

Suzanne Schulze

“Schulze’s book provides users of historical data with a thorough index to the first 11 censuses. . . . The publication is prepared with all of the precision and finesse expected of a documents librarian, which the author is. Her librarian colleagues and researchers who need to use the pre-1900 censuses will find this report a valuable addition to the guides for population-related information gathering.” —The Journal of the American Statistical Association

A second volume, *Population Information in Twentieth Century Census Volumes: 1900-1940* is now available (see p. 18).
1983 / 456 pages / 8½ x 11 / Cloth-bound / Illustrated / 0-89774-122-6 / \$74.50

Practical Approval Plan Management

Jennifer S. Cargill and Brian Alley

Cargill and Alley take a functional approach to establishing and operating an approval plan with emphasis on practical management and problem-solving.

"The most helpful aspect of the book is the constant emphasis on the importance of public relations, with techniques to assist in attaining goodwill and effective working relationships. . . . Librarians unfamiliar with approval plans, or acquisitions librarians seeking guidance in dealing with vendors would find it of interest. It will be of great value to those librarians needing to consider or planning to implement an approval plan. It does not answer all the questions, but it is certainly the most complete handbook available on the subject."

—Library Acquisitions: Practice and Theory

1980 / 104 pages / 6 x 9 / Clothbound / 0-912700-52-1 / \$29.95

Pugh's Dictionary of Acronyms and Abbreviations

Compiled by Eric Pugh

"Pugh's acronyms and abbreviations dictionaries have long been regarded as the most authoritative for management, technology, and information science. This work constitutes a thorough revision and expansion of the three previous editions and includes over 6,000 new entries. . . . a welcome addition."

—ARBA 83

1981 / 344 pages / 8½ x 11 / Cloth-bound / 0-89774-012-2 / \$87.50

For sale by The Oryx Press in North America only.

Quantitative Measurement and Dynamic Library Service

Ching-chih Chen

QUANTITATIVE MEASUREMENT AND DYNAMIC LIBRARY SERVICE is designed to help and encourage those with little statistical background to utilize analytical and quantitative methods in library decision-making processes.

A Neal-Schuman Professional Book.

1978 / 290 pages / 6 x 9 / Clothbound / 0-912700-17-3 / \$29.95

Reading and Writing Poetry: Successful Approaches for the Student and Teacher

Edited by Charles R. Duke and Sally A. Jacobsen

"This generous selection of short articles offers a wide range of philosophical considerations and practical suggestions in helping teachers give not-always-receptive students an appreciation for poetry. Several contributors are well-published poets . . . who also are experienced teachers; but most are pedagogues com-

mitted to poetic expression. . . . Besides enlarging students' awareness of the art form, the editors hope that teachers will see how the techniques of poetry increase educational skills generally."

—Booklist

"Reading this book is like attending a well organized workshop on writing poetry. . . . An English department would do well to make this book a well used part of its library."

—Voice of Youth Advocates

1983 / 286 pages / 6 x 9 / Paperbound / 0-89774-031-9 / \$22.50

Research Guide to the Arid Lands of the World

Edited by Stephen T. Hopkins and Douglas E. Jones

This comprehensive annotated bibliography represents the first compilation and evaluation of journals, directories, bibliographies, statistics, databases, atlases, and other sources useful to researchers in the physical and human geography of the world's drylands. The guide's usefulness is enhanced by a set of charts depicting the precise areal extent of each nation's dry and desertified lands, based on maps prepared by UNESCO.

" . . . the overall utility of this work will be great. . . . It supersedes other existing major bibliographic compilations . . . and deserves to be a part of any reference collection serving a constituency interested in environmental issues."

—RQ

1983 / 400 pages / 8½ x 11 / Cloth-bound / Illustrated / 0-89774-066-1 / \$85.00

The River Bend Casebook: Problems in Public Library Service

Bruce A. Shuman

"This is an important book for public library directors. Presenting sample situations that could occur, the author utilizes the case-study approach to aid librarians in coping with problems of politics, public relations, and staff morale."

—Booklist

"This book should not only be required reading for every public library administrator but also for every professional and clerical staff member. Beyond that, moreover, it should serve as a common ground upon which administrators, professionals, and clerks can come together and begin shaping a shared vision concerning what this business of serving the public is all about."

—Wilson Library Bulletin

See also *River Bend Revisited* (p. 20).

1981 / 224 pages / 6 x 9 / Paperbound / Illustrated / 0-912700-57-2 / \$24.95

The Role of Women in Librarianship 1876-1976: The Entry, Advancement, and Struggle for Equalization in One Profession

Kathleen Weibel and Kathleen M. Heim

"Weibel and Heim justifiably argue that women's contributions to the profession have not been properly researched and/or highlighted in the literature of American library history. They make easily available the primary source documents that demonstrate patterns of thought about women in librarianship, and include selections representing the latest research. The

volume ends with a bibliography that should serve well any student interested in further reading."

—The Journal of Library History

A Neal-Schuman Professional Book.

1979 / 552 pages / 6 x 9 / Clothbound / 0-912700-01-7 / \$32.50

Salt, Evaporites, and Brines: An Annotated Bibliography

Vivian S. Hall and Mary R. Spencer

"This annotated bibliography is meant to serve as an aid to researchers in the chemical and petroleum industries as well as to agencies needing underground storage reservoirs. Academic researchers, both faculty members and students, will find it a time-saving tool."

—Chemical Engineering Progress

SALT, EVAPORITES, AND BRINES allows researchers easy access to materials scattered through a variety of sources. Entries are organized alphabetically by author's last name, carefully annotated, and are international in scope. Subject and geographic indexes are included to facilitate rapid, accurate searching.

1984 / 224 pages / 8½ x 11 / Cloth-bound / 0-89774-042-4 / \$87.50

School Library and Media Center Acquisitions Policies and Procedures

Edited by Mary M. Taylor

"The bulk of Taylor's book consists of selected full and partial reprints of selection policies obtained from school library media centers throughout the country. . . . anyone trying to tailor a policy to meet local needs will find this review of what others have written to be a basic resource for developing comprehensive and meaningful media center policies."

—School Library Journal

"This book is a very useful purchase for all acquisitions librarians connected with schools."

—Library Acquisitions: Practice and Theory

1981 / 306 pages / 6 x 9 / Clothbound / 0-912700-70-X / \$32.50

Sex Research: Bibliographies from the Institute for Sex Research

Compiled by Joan Scherer Brewer and Rod W. Wright

"This magnificent bibliographic reference work contains 4,267 entries from the literature on human sexuality. . . . this enormously useful project originated in the Kinsey-founded Institute for Sex Research at Indiana University."

—Journal of Psychology and Theology

" . . . an excellent source book with which to begin research on any aspect of human sexual behavior and attitudes. . . . The Committee recommends this book for academic and research libraries. SEX RESEARCH is a necessary and basic tool for sex research."

—Reference and Subscription Books Reviews

Published in association with Neal-Schuman Publishers, Inc.

1979 / 226 pages / 8½ x 11 / Cloth-bound / 0-912700-48-3 / \$65.00

Shaping Library Collections for the 1980s

Edited by Peter Spyers-Duran and Thomas Mann, Jr.

"[This work] is a compilation of papers given at the Fourth International Conference on Approval Plans and Collection Management. . . . The papers discuss approval plans for academic libraries in the context of collection management and the current economic environment. SHAPING LIBRARY COLLECTIONS FOR THE 1980s is highly recommended for academic libraries and library schools."

—Journal of Academic Librarianship

"... this collection reinforces the information and earlier observations of libraries with approval plans and adds considerably to the literature of the subject."

—The Bookwoman

1981 / 248 pages / 6 x 9 / Clothbound / 0-912700-58-0 / \$32.50

The Sourcebook of Golf

Edited by Don Kennington

"... this book evaluates sources on golf from both sides of the Atlantic. It should be of interest to golf collectors, historians, journalists, and librarians. . . . Recommended."

—Library Journal

"Highly recommended for all libraries with strong sports collections and for all libraries serving golfing aficionados."

—Choice

1981 / 262 pages / 6 x 9 / Illustrated / Clothbound / 0-89774-010-6 / \$42.50

For sale by The Oryx Press in North America only.

The SpecialWare Directory A Guide to Software Sources for Special Education 1983

"THE SPECIALWARE DIRECTORY . . . lists companies that produce over 200 programs and software or courseware products suitable for special education. Arrangement is by company, with ordering information and a description of products, giving curriculum areas, grade levels, hardware requirements, format, handicapping condition for which it is appropriate and instructional design or approach."

—Wilson Library Bulletin

See also p. 21.

A LINC Associates, Inc. publication.

1983 / 108 pages / 8½ x 11 / Paperbound / 0-89774-200-1 / \$16.95

Sports Splash: A Handbook of Reading Activities for Use with Children

A Fun with Reading Book

Edited by Carol H. Thomas

Carol H. Thomas' book brings children and books together by using sports as a catalyst in reading programs and activities for children from preschool through the elementary years.

"... attractively illustrated. . . . A bonus with SPORTS SPLASH is a number of 'camera ready' pages which may be used for flyers, bookmarks, mobiles, awards, etc. . . . the programs can be tailored to the interests of

your target group. Creative suggestions that will be a big hit."

—Emergency Librarian

1983 / 120 pages / 8½ x 11 / Paperbound / Illustrated / 0-89774-000-9 / \$12.50

Style Manuals of the English-Speaking World: A Guide

John Bruce Howell

"This is a well-conceived, well-organized, well-written descriptive bibliography listing 231 style manuals. . . . Howell has obviously studied the books carefully and his comments . . . are a model for works of this kind: in addition to describing the work at hand, he has provided comparative information with other manuals and cross references to other entries in the book, which are numbered consecutively for convenience. . . . its importance, not only for libraries but also for publishers and institutions and for writers, editors and proofreaders who must process a broad variety of materials, cannot be overstated."

—Verbatim

1983 / 152 pages / 6 x 9 / Clothbound / 0-89774-089-0 / \$32.50

Supervision of Teachers: A Guide to Improving Instruction

Isobel L. Pfeiffer and Jane B. Dunlap

This guide was written to present basic concepts of supervision to aid those concerned with the performance and morale of teachers in our schools.

"Pfeiffer and Dunlap understand and emphasize the realistic need for authority, power, and structure within a school system. They also recognize that controversy and disagreement are part of running schools and that learning to deal with such situations is part of becoming a good school executive. . . . SUPERVISION OF TEACHERS just might help you choose supervision methods that let you accomplish what you want: that is, good teaching."

—The Executive Educator

1982 / 240 pages / 6 x 9 / Clothbound / 0-89774-045-9 / \$27.50

Television's Impact on Children and Adolescents

A Special Interest Resource Guide in Education

Compiled by Sara Lake

This resource guide will help parents, educators, and other concerned individuals investigate the impact of commercial television on the behavior of children and adolescents. Coverage includes: TV's impact on aggression, achievement and attitudes; program preferences; attention span; and the use of commercial TV in the classroom. Fully indexed.

1981 / 112 pages / 8½ x 11 / Paperbound / 0-912700-87-4 / \$22.50

Texas Library History: A Bibliography

A. E. Skinner

A. E. Skinner of the University of Texas has compiled this bibliography that lists all

significant works relating to Texas library history. Some 440 items are fully cited in twelve topically organized sections. Each of the sections begins with a discursive overview of the material therein, and the bibliography is made accessible by two indexes.

"Skinner's Texas library history bibliography is a jewel in paperback and the imperative starting point for further work in Texas library history. It is greatly enhanced by an easy-to-follow arrangement and both author and title indexes."

—The Journal of Library History

1983 / 96 pages / 6 x 9 / Paperbound / 0-89774-106-4 / \$17.50

Thesaurus of ERIC Descriptors Tenth Edition—1984

This THESAURUS provides access to the wealth of educational literature for researchers, students, and librarians who need it. It lists terms used by the ERIC system and its publications (see also pp. 27–28), in indexing and abstracting education literature. The new Tenth Edition contains 9,076 vocabulary terms, including 228 new Descriptors and 231 new Use references, plus an extensive introduction describing the ERIC system and providing keys for using the THESAURUS. Information is displayed in four ways, to aid searching: Alphabetical Display, Rotated Descriptor Display, Hierarchical Display (including broader and narrower relationships), and Descriptor Group Display (a table of contents to the Descriptors).

"This thesaurus provides convenient access and is an indispensable guide. . . ."

—Instructional Innovator

"... a valuable tool for those who search the ERIC indexes and databases."

—ARBA 85

1984 / 640 pages / 8½ x 11 / Clothbound / 0-89774-073-4 / \$45.00

TV Season

TV SEASON is an annual guide to TV programs. Every program listing contains a complete description, cast and characters, network, writers, directors, producers, and the many hundreds of people working in the television industry. Coverage includes the national networks: ABC, CBS, NBC, and PBS, plus syndicated programs with national distribution. The Emmy and Peabody awards are also given.

ISSN 0363-9847 / 6 x 9 / Clothbound / 1976–77 / 336 pages / 0-912700-22-X / \$25.00

1977–78 / 318 pages / 0-912700-23-8 / \$25.00

U.S.-Canadian Range Management: A Selected Bibliography on Ranges,

Pastures, Wildlife, Livestock, and Ranching

John F. Vallentine

These two volumes simplify research for persons inquiring about ranges, pastures, wildlife, livestock, and ranching. Entries are arranged under the following headings: Grazing Management, Range and Ranch Development, Range Plants and Forages, Ecology, Resources, Livestock,

Wildlife, Watersheds, Economics, Revegetation, Education, and Research.

"While environmentalists will discover that this bibliography is a welcome aid for their endeavors, other groups will probably make even greater use of it. Agricultural colleges and allied federal research institutions will find it an absolutely essential item for their libraries."

—Government Publications Review

Vol. 1: 1935–1977 / 1978 / 356 pages / 8½ × 11 / Clothbound / 0-912700-11-4 / \$85.00

Vol. 2: 1978–1980 / 1981 / 180 pages / 8½ × 11 / Clothbound / 0-912700-96-3 / \$55.00

Using AACR2: A Diagrammatic Approach

Malcolm Shaw, Bill Dent, David Evans, and David Smith

A fresh approach to teaching cataloging principles and the application of AACR2, this book offers clear definitions of essential terms and presents decision-making flow charts, enabling the principles of AACR2 to be applied in a series of logical steps.

"I applaud the use of alternative means of teaching cataloging principles. . . . a fascinating and profitable introduction to the code. . . ." —Canadian Library Journal

1981 / 208 pages / 6 × 9 / Clothbound / 0-912700-88-2 / \$39.50

Using Bibliotherapy: A Guide to Theory and Practice

Rhea Joyce Rubin

Providing a comprehensive overview of the current state of the science of bibliotherapy, this work includes special recommendations on the education, training, and certification of bibliotherapists, as well as annotated bibliographies of sources for both juvenile and adult materials.

A Neal-Schuman Professional Book.

1978 / 256 pages / 6 × 9 / Clothbound / 0-912700-07-6 / \$32.50

Using Sports for Reading and Writing Activities

Volume 1: Elementary and Middle School Years

Volume 2: Middle and High School Years

Fun with Reading Books

Lance Gentile

"The activities in this worktext focus on basic literacy and include word recognition, vocabulary development, comprehension, spelling, and writing. Each activity states the purpose, materials, discussion, directions, and follow-up."

"Students will find the material appealing." —Journal of Reading

Volume 1 / 1983 / 200 pages / 8½ × 11 / Paperbound / Illustrated / 0-89774-023-8 / \$12.50

Volume 2 / 1983 / 230 pages / 8½ × 11 / Paperbound / Illustrated / 0-89774-098-X / \$12.50

Walford's Concise Guide to Reference Material

Edited by A. J. Walford

The CONCISE GUIDE is an easy-to-use, up-to-date version of Walford's three volume *Guide to Reference Material* (see below), with the format streamlined and the headings modernized.

"Full-length annotations from the main set are mostly retained. Quotations from reviews are also helpful. Access to information is facilitated by thorough indexing by author/title and subjects derived from headings in the text. . . . Overall accuracy appears to be exceptional. . . . recommended highly as an authoritative, up-to-date guide to reference books, especially British, of interest to the international market." —Canadian Library Journal

1981 / 444 pages / 7½ × 9½ / Clothbound / 0-85365-882-X / \$50.00

For sale by The Oryx Press in North America only.

Walford's Guide to Reference Material

Edited by A. J. Walford

Reference materials proliferate rapidly. For more than 20 years, WALFORD'S GUIDE TO REFERENCE MATERIAL has been the authoritative way to evaluate that material. Incisive entries tell the value of each work, comparing its advantages and shortcomings to those of its rivals. Full bibliographic references and prices are included, with dollar prices where applicable. Volume 3 of the Fourth Edition to be published in December 1985 (see p. 24).

Volume 1, Science and Technology, Fourth Edition / 1980 / 708 pages / 7½ × 9½ / Clothbound / 0-85365-611-8 / \$74.50

Volume 2, Social and Historical Sciences, Philosophy and Religion, Fourth Edition / 1982 / 822 pages / 7½ × 9½ / Clothbound / 0-85365-564-2 / \$74.50

For sale by The Oryx Press in North America only.

What to Do When the Lights Go On: A Comprehensive Guide to 16mm Films and Related Activities for Children

Maureen Gaffney and
Gerry Bond Laybourne

A unique resource, this is a guide for those who want to combine art activities and film with children. It includes suggested art activities for children to do after viewing certain films and an index annotating more than 300 suitable films. Heavily illustrated with photos from the films and of the art activities.

"... a treasure. . . . highly recommended as a useful resource for those new to the field or for those who have been actively using 16mm film with children—it will offer new insights and maybe a different approach to programming."

—School Library Media Quarterly

1981 / 268 pages / 8½ × 11 / Illustrated / Clothbound / 0-912700-65-3 / \$32.50 / Paperbound / 0-912700-69-6 / \$27.50

William Morris in Private Press and Limited Editions:

A Descriptive Bibliography of Books by
and about William Morris, 1891–1981

John J. Walsdorf

"Here is a significant. . . . bibliography of Kelmscott books with all manner of useful notes. . . . The 155 titles of books by and about Morris in private press and limited editions, all described in the same detail as the Kelmscott books, is almost a microcosm of fine printing in the first part of this century. Useful for dealers and collectors as well as for general reference are facsimiles of important Kelmscott Press auction and sales catalogs and the list of catalog prices for 1975–1982. . . . This work is a fundamental bibliography, but, even more important, it is one of those few bibliographies which will be an enduring magnet to the joy of book collecting."

—American Notes & Queries

"The Walsdorf bibliography is worthy of its subject. . . . containing fine reproductions from the various editions described." —RQ

1983 / 630 pages / 7 × 10 / Slipcased / Illustrated / 0-89774-041-6 / \$95.00

Women in Management: An Annotated Bibliography and Sourcelist

Compiled by Judith A. Leavitt

"This bibliography sets out to document the lack of progress, explore some of the reasons for it, and offer various perspectives on future prospects for women in the corporate world. Arranged into 20 categories from 'Advice Literature' to 'Women Managers in Other Countries,' the approximately 800 sources span 1970–81, with 70 of the total from 1981. While print sources predominate, a few other types of materials (e.g., games) are included. Annotations give both the substance and the flavor of cited sources, often quoting directly and noting inclusion of graphs, cartoons, and the like. Excellent for research and for collection development, this is an important acquisition for any business collection."

—Library Journal

1982 / 216 pages / 6 × 9 / Clothbound / 0-89774-026-2 / \$29.95

Zero-Base Budgeting in Library Management:

A Manual for Librarians

Ching-chih Chen

This manual is designed for library administrators who wish to learn how to apply zero-base budgeting within their systems. Part 1 defines zero-base budgeting, its fundamentals, and its implications for library managers. Part 2 contains actual studies of libraries which have implemented this type of plan. Includes many tables, charts, and figures.

A Neal-Schuman Professional Book.

1980 / 310 pages / 8½ × 11 / Clothbound / Illustrated / 0-912700-18-1 / \$35.00

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